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ABSTRACT

The manual describes the duties of the Master-at-Arms, a recent addition to the Navy's enlisted rating structure. The new Master-at-Arms must be able to plan, supervise, and perform security duties afloat and ashore. Each chapter focuses on particular responsibilities and procedures: career development, legal procedures, small arms, patrols and traffic control, investigative matters and techniques, prisoner restraint and searches, physical security, civil disturbances and natural disasters, operation of places of confinement, administration, and first aid. Interspersed throughout the document are instructional aids, including forms, photographs, and diagrams. (JB)

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# MASTER-AT-ARMS

NAVAL EDUCATION AND TRAINING COMMAND

RATE TRAINING MANUAL NAVEDTRA 10242

CE004987

# PREFACE

This rate training manual was prepared by the Naval Education Training Program Development Center, Pensacola, Florida, for the Chief of Naval Education and Training. Technical assistance and review was furnished by the Fleet Training Centers, Norfolk, Virginia and San Diego, California; the Armed Forces Police Detachment, Washington, D.C.; the Judge Advocate General; and various offices within the Bureau of Naval Personnel.

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# THE UNITED STATES NAVY

## GUARDIAN OF OUR COUNTRY

The United States Navy is responsible for maintaining control of the sea and is a ready force on watch at home and overseas, capable of strong action to preserve the peace or of instant offensive action to win in war.

It is upon the maintenance of this control that our country's glorious future depends; the United States Navy exists to make it so.

## WE SERVE WITH HONOR

Tradition, valor, and victory are the Navy's heritage from the past. To these may be added dedication, discipline, and vigilance as the watchwords of the present and the future.

At home or on distant stations we serve with pride, confident in the respect of our country, our shipmates, and our families.

Our responsibilities sober us; our adversities strengthen us.

Service to God and Country is our special privilege. We serve with honor.

## THE FUTURE OF THE NAVY

The Navy will always employ new weapons, new techniques, and greater power to protect and defend the United States on the sea, under the sea, and in the air.

Now and in the future, control of the sea gives the United States her greatest advantage for the maintenance of peace and for victory in war.

Mobility, surprise, dispersal, and offensive power are the keynotes of the new Navy. The roots of the Navy lie in a strong belief in the future, in continued dedication to our tasks, and in reflection on our heritage from the past.

Never have our opportunities and our responsibilities been greater.

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# CHAPTER 1

# CAREER DEVELOPMENT

The fleet needs capable men in all ratings because a modern naval force is only as good as the men who man the ships. Even with the most modern equipment a naval force is almost powerless without competent men to operate and maintain that equipment. Good men are plentiful but their capability depends chiefly upon their training. The primary purpose of training is to produce a combat Navy which can guarantee victory at sea.

This manual contains information a knowledge of which you need as you continue your training to become more proficient in your job. This knowledge along with the essential experience in the practical aspects of assigned duties should aid you in attaining higher promotional levels in your rating and at the same time assist the Navy in accomplishing its mission.

## THE MASTER-AT-ARMS

On 4 May 1973, the Secretary of the Navy approved the establishment of the Master-at-Arms (MA) general rating.

With its recent addition to the Navy's enlisted rating structure, the term "Master-at-Arms" has gained new significance. It is anything but a new term. however. Records show the title goes back to the Royal Navy of Charles 1 (1642-49), although at that time they were called sea corporals, not Master-at-Arms.

In those days the Master-at-Arms was the keeper of all swords, pistols, carbines, muskets and other small arms. His other duties—and he had a lot of them—included seeing that the bandoliers were filled with fresh powder before going into action. They were considered a kind of chief of police for the ship, and they had to be experts at closeorder fighting under arms.

The new Master-at-Arms in today's Navy must be able to plan, supervise, and perform security duties afloat and ashore including investigation, interrogation, apprehension, and correction; enforce law and order to maintain military discipline; maintain vehicular and personnel traffic control; investigate incidents and offenses, under their cognizance, involving or occurring on government property and/or to personnel subject to the UCMJ; perform duties of Master-at-Arms on board ship; organize and train supplementary personnel assigned to MA duties; maintain liaison with local law enforcement agencies; render assistance and contribute to the welfare and general well-being of Armed Forces personnel; and prepare required records and reports.

The MA must have a good working knowledge of the basic principles of police work. If you are lacking in this area, the publications listed later in this chapter will be helpful. You will gain the necessary practical experience for advancement through performance of your daily duties. Increasing your technical knowledge, however, will require some reading and studying in your spare time.

You will be graded on your leadership and supervisory ability as well as your ability to perform your technical duties.Study the leadership principles and techniques discussed in Military Requirements for Petty Officers 3&2, NAVPERS 10056-C.

As you study the material containing leadership traits, keep in mind that probably none of our most successful leaders possessed all of these traits to a maximum degree, but a weakness in some traits was more than compensated for by strength in others. Critical self-evaluation will enable you to identify the traits in which you are strong, as well as those in which you are weak. Leadership principles can be taught, but a good leader becomes a good leader only through hard work and practice. Your success as a leader will be judged for the most part by how well you inspire others to learn and perform, and by personal example.

You, as a supervisor should strive for the creation and maintenance of a loyal force with high morale. Following are some of the means by which this may be accomplished.

a. Proper training and supervision.

b. Direction of the MA force in an objective, business-like manner while exercising consideration for the personal welfare of the force members.

c. Application of basic principles of human relations. The effective supervisor must know that there will be individual differences among members of his force. He should be guided by the principles that subordinates are motivated in different ways; ambition can be stirred or pride hurt by his regard, or lack of it, for their welfare and feelings. A good supervisor must understand the needs and desires of each member of his force; he is their representative and they should be made to feel that he is the one with whom they can talk and discuss their problems, on a personal basis.

d. A good supervisor will develop depth in his force so that continuity of operations will be assured. He can develop depth by rotation of assignment, cross-training in varied duties, etc.

e. A good supervisor has the reputation of being honest,considerate, and willing to listen to both sides of a grievance. He must have knowledge of his job and the principles involved, and the ability to teach these principles to his subordinates. All of these qualities will help greatly in building confidence among his personnel and securing their cooperation. Specific techniques for securing cooperation include the following:

1. Each man should be made to feel his job is an important one.
2. Each man should be given an opportunity to express his thoughts, likes, and interests to the supervisor.
3. Supervision should be based on individual needs.
4. Supervisors should recognize achievement. For example, a "Master at Arms of the month program" may be implemented, with appropriate reward for outstanding effort or achievement.
5. Personnel may be recommended for advancement for outstanding effort or achievement.
6. The supervisor should maintain an attitude of impartiality in dealing with his subordinates.

f. An effective supervisor develops good discipline by establishing rules which are just, complete, easy to administer, and understandable. If a supervisor needs to take corrective action involving his force, it may only call for "setting a man straight," which is a recommended technique for supervisors to consider. Types of situations in which verbal corrective action should be considered are:

1. When the deficiency is due to lack of knowledge or training. (This must be followed by appropriate training.)
2. When the error is trivial.
3. When the action is a first offense.
4. When it is due to old habits. (These must be corrected.)

g. Under some circumstances the supervisor may need to take constructive disciplinary action. Occasions for this might be:

1. When verbal corrective action has failed.
2. In cases of flagrant or willful violation of installation or security rules.
3. When loss, damage, or hazard is caused through negligence.

h. Disciplinary action should be handled calmly, in private surroundings, and the supervisor should have full knowledge of the facts. If punitive action is called for, the UCMJ, or pertinent civilian personnel regulations covering probation and discharge, should be consulted. It is well to remember that these are serious actions and should be taken only when all other measures have failed. The supervisor should bear in mind the requirements for documented proof of events and actions leading to the necessity for disciplinary action. When the decision has been reached as to the propriety of probation or reprimand, further action should be pursued vigorously and without fear of reprisal or seemingly excessive administrative burden.

## TRAINING FOR THE JOB

Highly trained personnel are essential to the successful functioning of the Navy. As you continue your training and become more and more proficient in job performance, you as well as the Navy benefit. In addition to enjoying the satisfaction of getting ahead in your chosen Navy career, you will be regarded with greater respect by officers and enlisted personnel, your job assignments will become more interesting and more challenging, and your pay will increase. As you advance from one rate level to the next, you increase your value to the Navy in two ways. First, you become more valuable as a specialist in your own rating, and second, you become more valuable as a person who can train others and thus make far-reaching contributions to the entire Navy.

As you progress to each higher promotional level in your rating, you will be required to gradually assume greater responsibility for assigned tasks which become increasingly more difficult. These tasks will vary from one operation to the next, from ship to ship and station to station. Your job is to become familiar with all aspects of the MA rating, but this will require continued efforts to gain more experience in, and knowledge of, assigned tasks.

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## DISCREPANCY FORM

The Naval Education and Training Program Development Center initiates an individually identified optically scannable discrepancy form which is included with a command's initial advancement results for members with listed discrepancies. The discrepancy forms are promptly processed when returned and a computer prepared "speedy mailer" providing new information on only that individual is mailed to the command. The discrepancy form is, however, inapplicable in the case of BUPERS PMK, which identifies individuals whose NAVPERS 1616/18 Evaluation Report is not held by the computer in BUPERS. At such time as the 1616 evaluation data is entered on the computer, the information will be forwarded to the Naval Education and Training Program Development Center for resolution of performance mark average and determination of advancement status.

## QUALIFYING FOR THE JOB

What must you do to qualify for your job? The requirements may change from time to time, but usually you must:

1. Have a certain amount of time in your present grade.
2. Complete the required military and occupational training manuals.
3. Demonstrate your ability to perform all the PRACTICAL requirements for advancement by completing the Record of Practical Factors, NAVEDTRA 1414/1.
4. Be recommended by your commanding officer, after the petty officers and officers supervising your work have indicated that they consider you capable of performing the duties of the next higher rate.
5. Demonstrate your KNOWLEDGE by passing written examinations on the occupational and military qualification standards for advancement.

Figure 1-1 gives a detailed view of the requirements for advancement of active duty personnel; figure 1-2 gives this information for inactive duty personnel.

Remember that the qualifications for advancement can change. Check with your division officer or training officer to be sure that you know the most recent qualifications.

Advancement is not automatic. Even though you have met all the requirements, including passing the written examinations, you may not be able to "sew on the crow" or "add a stripe." The number of men in each rate and rating is controlled on a Navywide basis. Therefore, the number of men who may be advanced is limited by the number of vacancies that exist. When the number of men passing the examination exceeds the number of vacancies, some system must be used to determine which men may be advanced and which may not. The system used is the "final multiple" and is a combination of three types of advancement systems.

Merit rating system
Personnel testing system
Longevity, or seniority, system

The Navy's system provides credit for performance, knowledge, and seniority, and, while it cannot guarantee that any one person will be advanced, it does guarantee that all men within a particular rating will have equal advancement opportunity.

A change in promotion policy, starting with the August 1974 examinations, changed the Passed-But-Not-Advanced (PNA) Factor to the High Quality Bonus Point (HQP) factor. Under this policy, a man that passed the examination, but was not advanced can gain points toward promotion in his next attempt. Up to three multiple points can be gained in a single promotion period. The points can then be accumulated over six promotion periods up to a maximum of 15. The addition of the HQP factor, with its 15-point maximum, raises the number of points possible on an examination multiple from 185 to 200. This gives the examinee added incentive to keep trying for promotion in spite of repeated failure to gain a stripe because of quota limitations.

The following are eligibility requirements for advancements:

a. Practical factors/performance tests
b. Navy training course
c. Service school
d. Citizenship/security clearance
e. Performance mark min. 3.0 or no one GOL, UTM, UNS during period equal to 1/2 TIR required for adv to E-6 in eval blocks 3, 5, or 7
f. Proper path of advancement
g. Meet special or physical requirements if applicable
h. Not be involved in circumstances which render ineligibility for advancement
i. Fulfill service requirements of TIS and SIPG by terminal eligibility date
j. Military/leadership exam
k. Recommended by C.O.

| REQUIREMENTS * | E1 to E2 | E2 to E3 | # E3 to E4 | #† E4 to E5 | † E5 to E6 | † E6 to E7 | † E7 to E8 | † E8 to E9 |
|---|---|---|---|---|---|---|---|---|
| SERVICE | 4 mos. service-or completion of Recruit Training. | 8 mos. as E-2. | 6 mos. as E-3. | 12 mos. as E-4. 3 years time in service. | 24 mos. as E-5. 6 years time in service. | 36 mos. as E-6. 8 years time in service. | 36 mos. as E-7. 8 of 11 years time in service must be enlisted. | 24 mos. as E-8. 10 of 13 years time in service must be enlisted. |
| SCHOOL | Recruit Training. (C.O. may advance up to 10% of graduating class.) | | Class A for PR3, DT3, PT3, AME 3, HM 3, PN 3, FTB 3, MT 3, | | | Class B for AGC, MUC, MNC.†† | | |
| PRACTICAL FACTORS | Locally prepared check-offs. | Record of Practical Factors, NavEdTra 1414/1, must be completed for E-3 and all PO advancements. | | | | | | |
| PERFORMANCE TEST | | | Specified ratings must complete applicable performance tests before taking examinations. | | | | | |
| ENLISTED PERFORMANCE EVALUATION | As used by CO when approving advancement. | | Counts toward performance factor credit in advancement multiple. | | | | | |
| EXAMINATIONS ** | Locally prepared tests. | See below. | Navy-wide examinations required for all PO advancements. | | | Navy-wide selection board. | | |
| RATE TRAINING MANUAL (INCLUDING MILITARY REQUIREMENTS) | | Required for E-3 and all PO advancements unless waived because of school completion, but need not be repeated if identical course has already been completed. See NavEdTra 10052 (current edition). | | | | | Nonresident career courses and recommended reading. See NavEdTra 10052 (current edition). | |
| AUTHORIZATION | Commanding Officer | | NAVEDTRA PRODEVCEN | | | | | |

* All advancements require commanding officer's recommendation.
† 1 year obligated service required for E-5, and E-6; 2 years for E-7, E-8, and E-9.
# Military leadership exam required for E-4 and E-5.
** For E-2 to E-3, NAVEDTRAPRODEVCEN exams or locally prepared tests may be used.
†† Waived for qualified EOD personnel.

193.1

Figure 1-1.—Active duty advancement requirements.

| REQUIREMENTS * | E1 to E2 | E2 to E3 | E3 to E4 | E4 to E5 | E5 to E6 | E6 to E7 | E8 | E9 |
|---|---|---|---|---|---|---|---|---|
| TOTAL TIME IN GRADE | 4 mos. | 8 mos. | 6 mos. | 12 mos. | 24 mos. | 36 mos. with total 8 yrs service | 36 mos. with total 11 yrs service | 24 mos. with total 13 yrs service |
| TOTAL TRAINING DUTY IN GRADE † | 14 days | 14 days | 14 days | 14 days | 28 days | 42 days | 42 days | 28 days |
| PERFORMANCE TESTS | | | Specified ratings must complete applicable performance tests before taking examination. | | | | | |
| DRILL PARTICIPATION | Satisfactory participation as a member of a drill unit in accordance with BUPERSINST 5400.42 series. | | | | | | | |
| PRACTICAL FACTORS (INCLUDING MILITARY REQUIREMENTS) | Record of Practical Factors, NavEdTra 1414/1, must be completed for all advancements. | | | | | | | |
| RATE TRAINING MANUAL (INCLUDING MILITARY REQUIREMENTS) | Completion of applicable course or courses must be entered in service record. | | | | | | | |
| EXAMINATION | Standard Exam | | Standard Exam required for all PO advancements. Also pass Military Leadership Exam for E-4 and E-5. | | | | Standard Exam, Selection Board. | |
| AUTHORIZATION | Commanding Officer | | NAVEDTRA PRODEVCEN | | | | | |

*Recommendation by commanding officer required for all advancements.
† Active duty periods may be substituted for training duty.

193.2

Figure 1-2.—Inactive duty advancement requirements.

All of the above information (except the examination score and the HQP factor) is submitted with your examination answer sheet. After grading, the examination scores, for those passing, and the HQP points (additional points awarded to those who previously passed the examination but were not advanced) are added to the other factors to arrive at the final multiple. A precedence list, which is based on final multiples, is then prepared for each pay grade within each rating. Advancement authorizations are then issued, beginning at the top of the list, for the number of men needed to fill the existing vacancies.

## PREPARING FOR THE JOB

What must you do to prepare for your job at the next higher level? You must study the qualifications for advancement, work on the practical factors, study the required rate training manuals, and study other material that is required for advancement. This will require that you be (1) familiar with the Quals Manual (2) complete the Record of Practical Factors, (3) use the Bibliography for Advancement Study, NAVEDTRA 10052, and (4) complete applicable rate training manuals. The following sections describe each of these and give you some practical suggestions on how to use them.

### Quals Manual

The Manual of Qualifications for Advancement, NAVPERS 18068-C (with changes), gives the minimum occupational and military qualification standards for advancement to each pay grade, within each rating. This manual is usually called the "Quals Manual," and the qualifications themselves are often called "quals." The qualification standards are of two general types: (1) military qualification standards and (2) occupational qualification standards.

MILITARY STANDARDS are requirements that apply to all ratings rather than to any one particular rating. Military requirements for advancement to third class and second class petty officer rates deal with military conduct, naval organization, military justice, security, watch standing, and other subjects which are required of petty officers in all ratings.

OCCUPATIONAL STANDARDS are requirements that are directly related to the work of each rating.

Both the military requirements and the occupational qualification standards are divided into subject matter groups; then, within each subject matter group, they are divided into PRACTICAL FACTORS and KNOWLEDGE FACTORS. Practical factors relate to jobs you must be able to DO. Knowledge factors specify subject-matter areas you must KNOW to perform the assigned duties.

In most subject matter areas, you will find both practical factor and knowledge factor qualifications. In some subject matter areas, you may find only one or the other. It is important to remember that there are some knowledge aspects to all practical factors, and some practical aspects to most knowledge factors. Therefore, even if the Quals Manual indicates that there are no knowledge factors for a given subject matter area, you may still expect to find examination questions dealing with the knowledge aspects of the practical factors listed in that subject matter area.

The Quals Manual is kept current by means of changes. The occupational qualifications for your rating which are covered in this training manual were current at the time the manual was printed. By the time you are studying this manual, however, the quals for your rating may have been changed. Never trust any set of quals until you have checked it against an UP-TO-DATE copy in the Quals Manual.

### Record of Practical Factors

Before you can take the servicewide examination for advancement, there must be an entry in your service record to show that you have qualified in the practical factors of both the military qualifications and the occupational qualifications. The Record of Practical Factors, mentioned earlier, is used to keep a record of your practical factor qualifications. This form is available for each rating. The form lists all practical factors, both military and occupational. As you demonstrate your ability to perform each practical factor, appropriate entries are made in the DATE and INITIALS columns.

Changes are made periodically to the Manual of Qualifications for Advancement, and revised forms of NAVEDTRA 1414/1 are provided when necessary. Extra space is allowed on the Record of Practical Factors for entering additional practical factors as they are published in changes to the Quals Manual. The Record of Practical Factors also provides space for recording demonstrated proficiency in skills which are within the general scope of the rating but which are not identified as minimum qualifications for advancement.

Until completed, the NAVEDTRA 1414/1 is usually held by your division officer; after completion, it is forwarded to the personnel office for insertion in your service record. If you are transferred before qualifying in all practical factors, the incomplete form should be forwarded with your service record to your next duty station. You can save yourself a lot of trouble by making sure that this form is actually inserted in your service record before you are transferred. If the form is not in your service record, you may be required to start all over again and requalify in the practical factors which have already been checked off.

### The Bibligraphy for Advancement Study

The Bibliography for Advancement Study, NAVEDTRA 10052 (revised), is a very important publication for any enlisted person preparing for advancement. This bibliography lists required and recommended rate training manuals and other reference material to be used by personnel working for advancement. NAVEDTRA 10052 is revised and issued once each year by the Naval Training Command. Each revised edition is identified by a letter following the NAVEDTRA number. When using this publication, be SURE that you have the most recent edition.

If extensive changes in qualifications occur in any rating between the annual revisions of NAVEDTRA 10052, a supplementary list of study material may be issued in the form of a NAVEDTRA Notice. When you are preparing for advancement, check to see whether changes have been made in the qualifications for your rating. If changes have been made, see if a NAVEDTRA Notice has been issued to supplement NAVEDTRA 10052 for your rating.

In using NAVEDTRA 10052, you will notice that some rate training manuals are marked with an asterisk (*). Any manual marked in this way is MANDATORY—that is, it must be completed at the indicated rate level before you can be eligible to take the servicewide examination for advancement. Each mandatory manual may be completed by (1) passing the appropriate enlisted correspondence course that is based on the mandatory training manual; (2) passing locally prepared tests based on the information given in the training manual; or (3) in some cases, successfully completing an appropriate Navy School.

Do not overlook the section of NAVEDTRA 10052 which lists the required and recommended references relating to the military qualification standards for advancement. Personnel of ALL ratings must complete the mandatory military requirements training manual for the appropriate rate level before they can be eligible to advance.

The reference in NAVEDTRA 10052 which are recommended but not mandatory should also be studied carefully. ALL references listed in NAVEDTRA 10052 may be used as source material for the written examinations, at the appropriate rate levels. In addition, references listed in the rate training manual may also be used as source material for preparing examination questions.

### Rate Training Manuals

There are two general types of rate training manuals. RATING manuals (such as this one) are prepared for most enlisted ratings. A rating manual gives information that is directly related to the occupational qualifications of ONE rating. SUBJECT MATTER manuals or BASIC manuals give information that applies to more than one rating.

Rate training manuals are revised from time to time to keep them up to date technically. The revision of a rate training manual is identified by a letter following the NAVEDTRA number. You can tell whether any particular copy of a training manual is the latest edition by checking the NAVEDTRA number and the letter following this number in the most recent edition of List of Training Manuals and Correspondence Courses, NAVEDTRA 10061. (NAVEDTRA 10061 is actually a catalog that lists all current training manuals and correspondence courses; you will find this catalog useful in planning your study program.)

Each time a rate training manual is revised, it is brought into conformance with the official publications and directives on which it is based; but during the life of any edition, discrepancies between the manual and the official sources are almost certain to arise because of changes to the latter which are issued in the interim. In the performance of your duties, you should always refer to the appropriate official publication or directive. If the official source is listed in NAVEDTRA 10052, it is used as a source of questions in preparing the fleetwide examinations for advancement. In case of discrepancy between any publications listed in NAVEDTRA 10052 for a given rate, the most recent material will be used.

## SOURCE OF INFORMATION

One of the most useful things you can learn about any subject is how to find out more about it. No single publication can give you all the information you need to perform the duties of your rating. You should learn where to look for accurate, authoritative, up-to-date information on all subjects relating to the military requirements for advancement and to the subject matter of your rating.

Some of the publications mentioned here are subject to change or revision from time to time, some at regular intervals and others as the need arises. When using any publication that is subject to change or revision, be sure you have the latest edition. When using any publication that is kept current by means of changes, be sure you have a copy in which all official changes have been made. Studying canceled or obsolete information will not help you to advance. At best, it's a waste of time. At worst, it can be dangerously misleading.

## NAVAL EDUCATION TRAINING (NAVEDTRA) PUBLICATIONS

Effective 15 February 1972, the Naval Training Support Command and its field activities came directly under the command of the chief of Naval Training instead of the Chief of Naval Personnel. Training materials published by the Naval Education Training Program Development Center after the above date are designated as NAVEDTRA in lieu of NAVPERS; the numbers remain as originally assigned for most publications. The designators of publications printed prior to the above date will be changed as each publication is revised.

Some of the publications that you will be required to study or refer to as you prepare for advancement have been discussed earlier in this chapter. Additional publications that you may find useful include the following:

Human Behavior and Leadership,
NAVEDTRA 10058-A.

Standard First Aid Training Course,
NAVPERS 10081-B.

Naval Orientation, NAVPERS 16138-F.

In addition, you may find it useful to consult the training manuals prepared for other police ratings, i.e., U. S. Army's FM Manuals, and the U. S. Air Force's AFMs. Reference to these training manuals will add to your knowledge of the duties performed by Military Police and Security Police. Since these manuals are not readily available, a detailed listing of such manuals is not given here.

## OPNAV PUBLICATIONS

There are at least three OPNAV publications with which you should be familiar. These publications are subject to change and it is important that you obtain the latest edition when using them as references.

The basic doctrine publication concerning the 3-M System is the Maintenance and Material Management (3-M) Manual, OPNAV 43P2. You are required to have a knowledge of the 3-M System and be able to apply the system in your work. The system provides a means for orderly scheduling and accomplishment of maintenance and for reporting and disseminating significant maintenance related information.

OPNAV Instruction 5510.1 (current edition), entitled Department of the Navy Security Manual for Classified Information, is the basic reference on security matters. As a Petty Officer you are required to know the purpose of the security program, the need-to-know concept, regulations for the circulation and control of classified matter, methods of destroying classified material and the duties of witnessing officials, regulations covering reproduction of classified material, and a number of other matters relating to security.

The prevention of accidents within the Navy is a concern of all personnel. Safety is a function of command implemented by all subordinate levels of supervision. While intended primarily as a guide for supervisors, the Shipboard Accident Prevention Manual. OPNAVINST 5101.2, also serves as a basic source of information for all concerned with improving shipboard safety.

## TRAINING FILMS

Training films available to naval personnel are a valuable source of supplementary information on many technical subjects. Films that may be of interest are listed in the United States Navy Film Catalog, NAVAIR 10-1-777.

When selecting a film, note its date of issue listed in the Film Catalog. As you know procedures sometimes change rapidly. Thus some films become obsolete rapidly. If a film is obsolete only in part, it may still have sections that are useful, but it is important to note procedures that have changed. If there is any doubt, verify current procedures by looking them up in the appropriate source.

# CHAPTER 2

# LEGAL PROCEDURES

Now these are laws of the Navy
Unwritten and varied they be;
And he that is wise will observe them,
Going down in his ship to the sea.
As the wave rises clear to the hawse pipe,
Washes aft, and is lost in the wake,
So shall ye drop astern, all unheeded,
Such times as the law ye forsake.
Now these are the laws of the Navy,
And many and mighty are they.
But the hull and deck and the keel
And the truck of the law is—OBEY.
—Admiral Ronald Hopwood, R.N.

In civil life, criminal law seeks to protect society from the depredations of its irresponsible members without prejudice to fundamental individual rights by hasty, ill-considered action. Military law must not only restrain individuals for the protection of military society but must be an instrument which will assist in attaining the requirement that all members of a service march in a prescribed order. For this reason, certain acts which are considered inalienable rights in civil society are offenses in military society. For instance, "telling off the boss" is an inalienable right of the American civilian but in the military service it may well constitute an offense punishable by court-martial.

Discipline is considered to be that attribute of a military organization which enables it to function in a coordinated manner under different circumstances. Many factors contribute to the building of a well-disciplined organization. One of the instruments for achieving and maintaining a high state of discipline is military law.

The trial and punishment of offenders within all branches of the Armed Forces of the United States are covered by a single set of laws—the Uniform Code of Military Justice (UCMJ). The courts that try military personnel are of the same types and operate in the same manner, regardless of the service involved. They differ only in the kind of uniforms to be seen in the courtroom.

A Master at Arms is responsible for insuring that his own knowledge of the code is adequate. The basic essentials of military law and the procedure in naval courts must be thoroughly familiar to him.

## JURISDICTION

Although you probably will never become involved in all possible jurisdictional aspects, you should have a working knowledge of the various legal considerations involved. Jurisdictional authority is of several types. These include (1) military, (2) civil, (3) overlapping, and (4) territorial jurisdiction.

### MILITARY JURISDICTION

Military jurisdiction is the lawful authority or right of an armed force to exercise governmental power and control.

There are four spheres of military jurisdiction: military law, military government, martial law, and the trial and punishment of offenders who are accused of violating the law of war.

Military law is the jurisdiction exercised by the military establishment over its own members and those connected with it, under certain conditions, to promote good order and discipline. It is that body of Federal statutes enacted by Congress, as implemented by regulations of the President and the armed services and interpreted through custom and usage, governing the organization and operation of the armed services in peace and war. The Uniform Code of Military Justice and the Manual for Courts-Martial, United States, 1969 (Revised Edition) (hereafter referred to as MCM), constitute the military law regulating conduct of members of the armed forces of the United States.

Military government (Civil Affairs) is the form of administration by which an occupying power exercises authority over occupied territory in time of war.

Martial law, also called martial rule, is the exercise of military power to preserve order and insure public safety in domestic territory in times of emergency when a civil government is unable to function or its functioning would itself threaten the public safety.

The trial and punishment of offenders accused of violating the law of war may be required in the absence of military government or martial law when certain circumstances are present.

Military jurisdiction is unique since Federal authority is generally dependent upon the status of the person rather than upon geographic boundaries. There are few places (enclaves) in which the Federal government has exclusive jurisdiction.

Article 2, UCMJ, defines persons subject to military jurisdiction. It does not discuss those persons subject to the UCMJ under the law of war, military government, or martial law.

As a general rule, military jurisdiction is terminated when an individual is discharged or separated from active service. This is true after a period of active duty, even though an individual reenlists the same day as his discharge. The exception to this general rule is provided in Article 3, UCMJ.

The military has jurisdiction over those offenses which are purely military, but many offenses under the UCMJ may submit the sailor to a civilian as well as military jurisdiction. The jurisdictional authority that first attaches has the right to proceed under due process of law, unless there exists an agreement with some other jurisdictional authority concerning the exercise of jurisdiction.

In a case of overlapping jurisdiction, it is expressly forbidden to exercise military punitive measures after a civilian jurisdictional authority has acted, without the prior approval of a general court-martial authority. When the military has acted first, the Constitutional provision against double jeopardy prevents a Federal court from acting thereafter. Status of Forces Agreements attempt to obtain the same result in oversea areas. State jurisdictions, however, are not prohibited from acting unless their own laws prohibit them from doing so.

Law enforcement jurisdiction is exercised through officers, noncommissioned and petty officers, military police, and guard personnel (par. 19a, MCM).

Judicial powers are exercised through military commissions and provost courts, courts-martial, certain commanding officers, and courts of inquiry (par. 2 MCM).

## CIVIL JURISDICTION

Under the Constitution, the states retain jurisdiction over persons within their boundaries. The states make their own laws declaring certain acts to be felonies or misdemeanors. These laws are enforced by appropriate state, county, and local police agencies and courts.

The Federal Government also has the authority to make laws necessary to carry out those powers which it was given under the Constitution. This includes the authority to make laws for the government of lands within the territory of a state, such as a military reservation (Federal enclave). The Federal Government has enacted penal laws pertaining to these areas and it enforces them through Federal courts and other Federal agencies. For convenience in understanding their application, Federal penal laws are divided into two categories:

1. Crimes and offenses of national application. These laws apply throughout the United States and, when intended by Congress, in foreign territory. Two examples of these are the laws prohibiting counterfeiting and frauds against the Government.

2. Crimes and offenses of local application. These laws apply only to offenses committed within the territorial jurisdiction of the United States. This includes military reservations (Federal enclaves) over which the United States has exclusive jurisdiction, or on military reservations where jurisdiction is shared concurrently by the Federal Government with a state.

## OVERLAPPING JURISDICTION

Because of the constitutional division of civil jurisdiction between state governments and the Federal Government, the two jurisdictions often overlap. Thus, Federal penal laws of national application always overlap laws of individual states. At the same time, independent military jurisdiction may overlap either or both of these jurisdictions. Military jurisdiction is a type of Federal jurisdiction; military jurisdiction, however, is not a part of Federal civil jurisdiction and must always be distinguished from it.

Military law remains applicable to those subject to the UCMJ since it is not limited by state or national boundaries. A serviceman situated within a state is within the civil jurisdiction of that state. He is at the same time subject to United States criminal statutes which are national in application. When the laws of more than one jurisdiction apply to a person or territory, those jurisdictions are said to apply concurrently. When the laws of a single authority apply, jurisdiction is exclusive. In situations where the same act constitutes a violation of the laws of more than one jurisdiction, the jurisdiction that has precedence in a given situation usually will be indicated in standing operating procedures.

## TERRITORIAL JURISDICTION

Military reservations are generally categorized as having either jurisdiction or exclusive concurrent Federal jurisdiction. The Federal Government may also hold territory in a status of proprietorial interest, e.g., Federal enclaves.

Exclusive jurisdiction applies to the situation where the Federal Government possesses all the authority of the state, and in which the state concerned has not reserved to itself the right to exercise any authority concurrently with the United States except the right to serve civil or criminal process in an area resulting from activities which occurred off the area. Only Congress has the authority to pass laws for these areas.

In order to avoid the task of enacting and maintaining a code of criminal laws appropriate for all areas under its legislative jurisdiction, Congress has passed the so-called Assimilative Crimes Act. (Assimilate in this context means "make similar.") In this statute, Congress has provided that all acts or omissions ocurring in an area under its jurisdiction which would constitute a crime if the area were under state jurisdiction will constitute a crime, similarly punishable, under Federal law. The act does not assimilate crimes based on state statutes which are contrary to Federal policy. It provides that the state laws applicable shall be those in force at the time of the act or omission. Thus the criminal laws in areas over which Congress has jurisdiction are always current with those of the surrounding state.

The Supreme Court of the United States has made it clear that under the "Assimilative Crimes Act," the United States does not adopt all of the penal and regulatory rules or laws of the state. It includes only those offenses not already made punishable by an act of Congress. If the offense violates Federal law, then Federal law is controlling.

The Assimilative Crimes Act is of particular importance in the area of traffic offenses. Civilians are generally not subject to military jurisdiction and therefore cannot be punished for violating base traffic regulations. However, if base regulations coincide with state law, a civilian can be cited with a traffic offense under the "Assimilative Crimes Act" and be tried by a United States Magistrate.

Concurrent jurisdiction applies when the Federal Government and a state both have all the rights accorded them under the Constitution with the broad qualification that such rights run concurrently with those of the other. Exact equivalence of rights, however, is not present. At all times the Federal Government has the superior right to carry out Federal functions unimpeded by state interference. State criminal laws are, of course, applicable in the area of enforcement of the state. The same laws are enforceable by the Federal Government under the Assimilative Crimes Act, which, by its terms, is applicable to areas under the concurrent as well as the exclusive legislative jurisdiction of the United States. The other Federal criminal laws also apply. Most crimes fall under both Federal and state sanction and either the Federal or state government, or both, may take jurisdiction over a given offense.

Proprietorial Interest applies to those instances where the Federal Government has acquired some right of title to an area in a state, but has not obtained any measure of the state's authority over the area. Where the Federal Government has no legislative jurisdiction over its land, it holds such land in a proprietorial interest and has the same rights in the land as does any other landowner. In addition, however, there exists the right of the Federal Government to perform the functions delegated to it by the Constitution without interference from any source. It may resist, by exercising its legislative or executive authority or through court proceedings, any attempted interference by a state instrumentality as well as by individuals. Further, the Congress has the authority to enact laws for the protection of property belonging to the United States. Subject to these conditions, where the United States acquires only a proprietorial interest, the state retains all the jurisdiction over an area which it would have if a private individual, rather than the United States, owned the land.

## JURISDICTION AND AUTHORITY

The authority of Masters at Arms to enforce military law, orders, and regulations, by apprehension if necessary, is derived primarily from the constitutional powers of the President as Commander in Chief of the Armed Forces and the constitutional power of Congress to make rules for the Armed Forces. Paragraph 19a, MCM, states in part that:

> "All commissioned officers, warrant officers, petty officers, noncommissioned officers, and when in the execution of their guard or police duties, Air Force security police, military police, members of the shore patrol, and such persons as are designated by proper authority to perform guard or police duties, including duties as criminal investigators, are authorized to apprehend, if necessary, persons subject to the code (UCMJ) or subject to trial thereunder upon reasonable belief that an offense has been committed and that the person apprehended committed it."

The authority of Masters at Arms in a friendly foreign nation or territory may be, and in most cases is, different from the authority which they have in the United States. This difference arises basically from the concept that the law of the nation concerned, except as otherwise provided for by international agreement, is applicable to all persons in that country. It is important to note, therefore, that your authority may be limited in such countries, and may differ depending upon the particular country. Enforcement procedures are worked out through police arrangements with indigenous police authorities.

In a combat zone, in occupied enemy territory, and in domestic territory under martial rule, authority of MAs with respect to persons other than those subject to UCMJ is derived from policies and orders of the military commander. These policies and orders are based on international or domestic law, as appropriate.

### Authority Over Persons Not Subject to the UCMJ

Administrative control can be exercised over civilians on a military installation by virtue of the right that each landowner enjoys to control the behavior of persons on his property. Additionally, in the case of the civilian employee, a commander may exercise administrative measures available to the Government employer under pertinent regulations. Civilians who do not abide by lawful regulations may be ejected from the installation and those who refuse to leave may be removed by the use of reasonable force. Undesirables may be barred for good cause from entry on the installation.

In regulating the entry of persons to the installation, the military commander has the power to:

1. Limit access to the installation to those having legitimate necessity for entry,
2. Regulate items permitted to be brought on the installation by those he permits to enter, and;
3. Search those entering, leaving or staying on the installation. Such searches must be based upon probable cause that an offense has been committed or upon military necessity.

## APPREHENSION AND RESTRAINT

Because Masters at Arms make practically all apprehensions in the Navy, you should clearly understand the legal meanings of the word "apprehension" and other terms such as arrest, custody, confinement, and restraint. As a preface to this section, applicable articles (7 through 14) of UCMJ are quoted verbatim and followed in most cases by clarifying explanations that point out some legal considerations not always obvious in the quoted article.

Articles 7-14 directly concern MAs because they comprise "the law" as it relates to taking persons into custody, methods of restraint, and authority to order them into arrest or confinement.

### Art. 7. Apprehension

> "(a) Apprehension is the taking of a person into custody.
>
> "(b) Any person authorized under regulations governing the armed forces to apprehend persons subject to this code or to trial thereunder may do so upon reasonable belief that an offense has been committed and that the person apprehended committed it.
>
> "(c) Commissioned officers, warrant officers, petty officers, and noncommissioned officers shall have authority to quell all quarrels, frays, and disorders among persons subject to this code, and to apprehend persons subject to this code who take part therein."

Section (a) defines apprehension as taking a person into custody. As you will see further on,

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a man is placed under arrest only on the order of an officer. As a practical matter, the fact that you say, "I'm placing you under arrest" instead of "I'm apprehending you" makes no legal difference. The important point is that the offender must be clearly informed that he is being taken into custody. He won't know unless you tell him. The MCM defines custody as ". . . restraint of free locomotion which is imposed by lawful apprehension." To make the custody clear, a good practice is to use some indication of physical restraint, such as taking the offender by the arm. This procedure is not always wise, of course, especially if the offender is argumentative or drunk. You must be intelligent about it, remembering that the purpose of taking a man into custody is only to restrain a violator until proper authority can be notified.

The MCM clarifies the words in section (b), "authorized under regulations governing the armed forces," to include all petty officers. The important point here is the "reasonable belief." The initial action of apprehending a person is legally sufficient if there merely exists a reasonable belief that he has committed an offense. Legal proof is seldom available at this stage unless you actually see the violation take place.

Although section (b) uses the words "reasonable belief" to justify apprehension, section (c) has no restriction whatever. By virtue of your rating badge, you have the authority to take into custody anyone involved not only in a fight, but in a quarrel (angry dispute) as well. The idea, of course, is to stop the quarrel before it develops into a brawl. But sometimes the only way to stop it is to take the men into custody and article 7 gives you this authority.

Article 7 includes taking custody of any U. S. serviceman, Navy or otherwise.

### Art. 8. Apprehension of Deserters

> "Any civil officer having authority to apprehend offenders under the laws of the United States or of a State, Territory, Commonwealth, or possession, or the District of Columbia may summarily apprehend a deserter from the armed forces and deliver him into the custody of those forces."

Generally speaking, a civilian has no authority on his own to apprehend a suspected deserter. Usually he notifies the civil or military authority of his suspicion. However, once the military sends out the form in which a man is declared a deserter and which offers a reward for picking him up, a private citizen has sufficient authority to apprehend. Even if a civilian apprehends and delivers a deserter without authority, that deserter will be held for trial. A deserter may be apprehended by anyone—the FBI, military police, civil police, and private citizens.

### Art. 9. Imposition of Restraint

> "(a) Arrest is the restraint of a person by an order, not imposed as a punishment for an offense, directing him to remain within certain specified limits. Confinement is the physical restraint of a person.
>
> "(b) An enlisted person may be ordered into arrest or confinement by any commissioned officer by an order, oral or written, delivered in person or through other persons subject to this code. A commanding officer may authorize warrant officers, petty officers, or noncommissioned officers to order enlisted members of his command or subject to his authority into arrest or confinement.
>
> "(c) A commissioned officer, a warrant officer, or a civilian subject to this code or to trial thereunder may be ordered into arrest or confinement only by a commanding officer to whose authority he is subject, by an order, oral or written, delivered in person or by another commissioned officer. The authority to order such persons into arrest or confinement may not be delegated.
>
> "(d) No person may be ordered into arrest or confinement except for probable cause.
>
> "(e) Nothing in this article limits the authority of persons authorized to apprehend offenders to secure the custody of an alleged offender until proper authority may be notified."

Congress has given the terms "apprehension," "arrest," and "confinement" very distinct meanings. Apprehension, as you learned from article 7, is the initial act of taking a person into custody. Once a man is taken into custody, he may be held under restraint for safekeeping while the charges against him are disposed of. There are three forms of such restraint. The most severe is confinement — the physical restraint of a person. Next comes arrest, which is the restraint of a person by an order directing him to remain within certain specified limits. The least severe form of restraint for safekeeping is restriction in lieu of arrest, which is also imposed by an order directing the man to remain within certain specified limits. The difference between arrest and restriction in lieu of arrest is that a restricted man performs all his regular duties, whereas a man under arrest does not perform full military duties. For this reason, men who committ relatively minor offenses are normally put under restriction in lieu of arrest, instead of being placed in an arrest status.

Confinement, arrest, and restriction in lieu of arrest, when imposed under Article 9, are not forms of punishment. Arrest and restriction in lieu of arrest are similar in one respect: the party is required to stay within specified limits. It is the man's conscience and the force of law, rather than a strong arm or a barred door, which induces him to remain. He obeys because he has a moral and legal obligation to do so.

Confinement prior to trial is usually not imposed unless the action is required to assure the presence of the accused at the trial, the offense charged is extremely serious, or the safety of the accused is in jeopardy.

### Art. 10. Restrain of Persons Charged With Offenses.

> "Any person subject to this code charged with an offense under this code shall be ordered into arrest or confinement, as circumstances may require; but when charged only with an offense normally tried by a summary court-martial, he shall not ordinarily be placed in confinement. When any person subject to this code is placed in arrest or confinement prior to trial, immediate steps shall be taken to inform him of the specific wrong of which he is accused and to try him or to dismiss the charges and release him."

This article, requiring "immediate steps" to try the accused, is strengthened by article 98 which makes punishable by court-martial any unnecessary delay in the disposition of a case. However, undue haste also is frowned upon. In time of peace no person may, against his objection, be brought to trial before a general court-martial within 5 days after he has been served with the charges, or before a special court-martial within 3 days after the service of charges (Article 35).

The MCM amplifies this article by permitting an officer who is authorized to arrest to merely restrict an accused person to specified areas of the military command (restriction in lieu of arrest). (See discussion under Article 9).

### Art. 11. Reports and Receiving of Prisoners.

> "(a) No provost marshal, commander of a guard, or master at arms, may refuse to receive or keep any prisoner committed to his charge by a commissioned officer of the armed forces, when the committing officer furnishes a statement, signed by him, of the offense charged against the prisoner.
>
> "(b) Every commander of a guard or master at arms to whose charge a prisoner is committed shall, within twenty-four hours after that commitment or as soon as he is relieved from guard, report to the commanding officer the name of the prisoner the offense charged against him, and the name of the person who ordered or authorized the commitment."

An arrest is imposed by notifying the person to be arrested that he is under arrest and informing him of the limits of his arrest. The order to arrest may be oral or written. A person to be confined is placed under guard and taken to the place of confinement.

### Art. 12. Confinement With Enemy Prisoners Prohibited.

> "No member of the armed forces may be placed in confinement in immediate association with enemy prisoners or other foreign nationals not members of the armed forces."

Members of the Armed Forces may be confined in the same jails, prisons, or other confinement facilities, however, so long as they are separated from the other categories mentioned.

### Art. 13. Punishment Prohibited Before Trial

> "Subject to section 857 of this title (article 57), no person, while being held for trial or the result of trial, may be subjected to punishment or penalty other than arrest or confinement upon the charges pending against him, nor shall the arrest or confinement imposed upon him be any more rigorous than the circumstances require to insure his presence, but he may be subjected to minor punishment during that period for infractions of discipline."

The minor punishment permitted under article 13 includes that authorized for violations of the discipline of the place in which the person is confined. The article does not prevent a person being required to do ordinary cleaning or policing, or taking part in routine training and duties not involving the bearing of arms.

### Art. 14. Delivery of Offenders to Civil Authorities

> "(a) Under such regulations as the Secretary concerned may prescribe, a member of the armed forces accused of an offense against civil authority may be delivered, upon request, to the civil authority for trial.
>
> "(b) When delivery under this article is made to any civil authority of a person undergoing sentence of a court-martial, the delivery, if followed by conviction in a civil tribunal, interrupts the execution of the sentence of the court-martial, and the offender after having answered to the civil authorities for his offense shall, upon the request of competent military authority, be returned to military custody for the completion of his sentence."

## APPREHENSION

Apprehension is the military equivalent of the civilian term "arrest." Any officer, warrant officer, noncommissioned officer or other persons designated by proper authority to perform guard, police, or criminal investigation duties, may apprehend a violator. However, most apprehensions in the Navy are made by MA's.

Custody means restraint of free movement. When a person is taken into custody, his movements are controlled by the person or persons who apprehend him.

Physical restraint is the loss of free movement that results from being taken into custody. It may involve force or may be accomplished by obedience to orders. Even if force is not used, a Master at Arms must be able to apply force if it should become necessary to effect an apprehension; that is, he must be able to forcibly restrain an offender who resists apprehension. The use of force depends on whether or not the offender submits to the apprehension.

The procedure for apprehending depends upon its necessity, the manner in which an offender is approached, an evaluation of the facts and circumstances, and the manner in which custody is imposed. Although no formal procedure can apply in all cases, the information below emphasizes what a Master at Arms should consider.

### When to Apprehend

Apprehensions are made only for probable cause. If facts and circumstances indicate that a person has committed an offense, then an apprehension may be justified; all offenses, however, do not require apprehensions. A minor offense or traffic violation may require only an on-the-spot correction, incident report, or traffic citation. When to apprehend depends on the facts and circumstances of the offense and your judgment and experience. No two offenders are identical in every respect. Officers should not be apprehended except on orders of another officer or because of the seriousness of the offense. At present, many foreign military students are receiving training at naval bases in the United States. Care must be exercised in dealing with these persons to prevent an incident from becoming exaggerated. Foreign liaison officers assigned to these installations are very helpful in handling incidents concerning foreign military students.

Offenses are sometimes personally observed by MA's. Disorderly conduct, uniform violations, and traffic violations are examples. Planned offenses are not usually committed while you are in the area. When observed offenses require apprehension, MA's at the scene act immediately.

Many complaints are received at headquarters by telephone or in person. A patrol may be dispatched to investigate and make necessary apprehensions, or the complaint may be referred to the investigation section, depending on the need for immediate action. Masters at Arms apprehend when ordered to do so by authorized higher authority.

APPROACH.—Masters at Arms usually work in pairs to assist each other when the occasion requires. In apprehensions involving force, the advantage of two men is clear.

When approaching an offender, the senior MA positions himself to the right front of the offender. This protects him from a direct frontal attack, and allows him to take restraining action. The second MA positions himself to the left rear of the offender, ready to assist if necessary. All questioning and checking of identification is done by the senior MA. If the offender is against a wall, the MA's form a V to the left and right front of the offender. This allows them to protect themselves and overcome any resistance.

Master at Arms with aggressive, belligerent, or domineering attitudes provoke violence, create ill-will, and reflect discredit upon their organization. Politeness pays off in smoother apprehensions, minimum use of force, better public relations, and increased respect for law enforcement. Politeness is not a sign of weakness; it is the most effective method of dealing with people, the majority of whom appreciate a little consideration. A smooth, courteous, and efficient approach and a firm, but friendly, conversational tone usually calms all but the most violent offenders.

EVALUATION.—Considering all the circumstances, the senior MA decides whether probable cause exists to make an apprehension.

A suspect is either cooperative or uncooperative: an uncooperative attitude is a good indication that an apprehension is necessary and force may be required. By anticipating trouble, you are in a better position to act immediately. A cooperative attitude, in itself, does not always indicate innocence. Experienced offenders sometimes appear to be model sailors.

Always check a suspect to see if he has injuries that require medical attention. This is particularly important when he has been involved in a fight or is intoxicated. An apparently minor injury could be serious, and the few minutes required for medical attention clears you of negligence.

Evaluation includes the suspect's attitude, injuries he may have received, and the facts and circumstances which may indicate probable cause to apprehend. Since an apprehension is not a trial, simple suspicion is sufficient provided the suspicion is reasonable. If the apprehension has been ordered by higher authority, no further decision is necessary. Once decided upon, an apprehension should be made quickly, without hesitation or argument. The objective is to remove the suspect from the scene with minimum delay.

TAKING INTO CUSTODY.—An apprehension is effected when the suspect is told that he is being taken into custody. A simple statement (such as "You're under apprehension," or "I'm taking you into custody") is sufficient. The suspect should not have any doubts about his status. Friendly invitations to hop in the vehicle and ride to headquarters are insufficient.

Immediately upon being apprehended, search the suspect for weapons. This may be merely a simple frisk. When warranted, search more thoroughly both the suspect and the area under his immediate control. For example, search the room in which he is apprehended, but not the whole house, for weapons, contraband, evidence, and instruments of a crime or other suspected offense.

If circumstances allow, warn a suspect of his right against self-incrimination, in accordance with Article 31, UCMJ. Although formal interrogations are rarely made at the scene of an apprehension, any confession or admission made by the suspect at the scene is inadmissible in court unless he was first warned of his rights.

Since circumstances vary during apprehensions, you determine when the warning is appropriate. For example, an intoxicated person being forcibly removed from an establishment is not too concerned with the provisions of Article 31.

## PROHIBITION AGAINST COMPULSORY SELF-INCRIMINATION

The Fifth Amendment to the Constitution states, "nor shall any person be subject for the same offence (sic) to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law". This provision of the Constitution is fundamental to the American legal system and to a democratic way of life. In the armed services, Article 31 of the UCMJ goes even further than the Fifth Amendment in protecting the serviceman's right against self-incrimination.

### Art. 31. Compulsory Self-Incrimination Prohibited

(a) No person subject to the code may compel any person to incriminate himself or to answer any question the answer to which may tend to incriminate him.

(b) No person subject to the code may interrogate, or request any statement from an accused or a person suspected of an offense without first informing him of the nature of the accusation and advising him that he does not have to make any statement regarding the offense of which he is accused or suspected and that any statement made by him may be used as evidence against him in a trial by court-martial.

(c) No person subject to the code may compel any person to make a statement or produce evidence before any military tribunal if the statement or evidence is not material to the issue and may tend to degrade him.

(d) No statement obtained from any person in violation of this article, or through the use of coercion, unlawful influence, or unlawful inducement may be received in evidence against him in a trial by court-martial.

With reference to the provision in paragraph (a) of Article 31 that no person shall be compelled to incriminate himself: compulsion is any kind of mental or physical force which causes a person to do something against his will; self-incrimination is being a witness against oneself. A confession is an acknowledgement of guilt. An admission is a self-incriminating statement that falls short of an acknowledgment of guilt. By the time a case is tried, a statement by an accused which in itself appears to contain no incriminating material may in fact prove to be incriminating. For example, an accused charged with larceny may, when questioned, deny any knowledge of the stolen property or deny any participation in the offense. If other evidence obtained establishes that he has the stolen property in his possession, his complete denial of any knowledge of the property may be the most potent evidence available to establish his intent permanently to deprive the rightful owner of the property. This shows the necessity of fully complying with Article 31 in obtaining any kind of statement from a suspect, even though the statement does not appear to be self-incriminatory.

Paragraph (b) of Article 31 lays down a requirement for warning an accused or suspect before any interrogation or request for statement. This paragraph has been applied strictly by appellate courts in the court-martial system. Even if the facts demonstrate that a confession or admission obtained by questioning an accused or suspect is entirely voluntary, it may not be admitted in evidence unless you warn an accused or suspect of his rights prior to questioning. There is no use in attempting to avoid the effect of this article by any legal niceties concerning the status of a person as a suspect. If a Master at Arms has sufficient reason to question a person about the commission of an offense and that person subsequently makes an incriminatory statement, then it is almost certain that the courts will hold that the very fact of the interview indicated a belief that the person questioned was a suspect.

Paragraph (c) of Article 31 is not of direct importance to the MA. This provision applies to the production of evidence before a court-martial, and simply excuses any witness before the court-martial from being required to make a statement or produce any evidence if the statement or evidence would tend to degrade him and is not material to an issue before the court.

Paragraph (d) of Article 31 spotlights the uselessness of obtaining a statement from any suspect without proper warning of his rights, or of obtaining a statement by means of coercion, unlawful influence or unlawful inducement. So the person who questions the suspect must be extremely cautious that no comment he makes can be interpreted as a violation of this provision.

The following actions fall within the area of compulsory self-incrimination when not preceded by the warning:

1. Asking an accused or suspect a question the answer to which may tend to incriminate him. Merely asking him questions to establish his identity (e.g., name, rank, address, service number) is not so prohibited.
2. Requesting an accused or suspect to perform an act requiring his conscious mental cooperation. For example, requesting or requiring him to submit handwriting samples for comparison purposes or to speak for voice identification fall within the prohibited area. Acts which do not require his cooperation and which are not protected under Article 31 include fingerprinting, placing his foot in a footprint, trying on clothing, exhibition of his body, physical examination by a licensed physician, and search of his person or area. Similarly, an accused or suspect must submit to a line-up, but he has the right to have counsel present.
3. Requesting or requiring an accused or suspect to submit to degrading acts. For example, the use of a stomach pump to obtain stomach contents or the use of a catheter to obtain urine are violations of the due process of law because of

the degrading nature of such acts. The extraction of blood is not considered degrading and is permitted under certain specific conditions.

Required Warning/Waiver Procedure

In order to prevent statements or evidence obtained from a suspect or accused from being held inadmissible in a court, required warning and waiver procedures described below must be scrupulously adhered to.

After identifying yourself by name and official position, inform the individual of the offense of which he is accused or suspected, then warn him of his rights essentially as follows: "Before I ask you any questions, you must understand your rights":

"(1) You have the right to remain silent.

"(2) Anything you say or do may be used as evidence against you in a criminal trial.

"(3) You have the right to consult with counsel and to have counsel present with you during questioning. You may retain counsel at your own expense or counsel will be appointed for you at no expense to you. If you are subject to the Uniform Code of Military Justice, appointed counsel may be military counsel of your own selection if he is reasonably available.

"(4) Even if you decide to answer questions now without having counsel present, you may stop answering questions at any time. Also, you may request counsel at any time during questioning."

After this warning is given, ask the accused or suspect if he understands his rights and will be able to freely, knowingly, and intelligently waive them. If he states that he does understand his rights, then specifically ask him these three questions:

(1) Do you understand that the word counsel used in the waiver certificate means lawyer or attorney or attorney at law, and that by stating, "I don't want counsel," you mean you do not want a lawyer, an attorney or an attorney at law present during your questioning, even though such an attorney would be furnished to you free of charge? Do you also understand that the words "military counsel" means "military lawyer" and not "military superior"?

(2) Do you want counsel?

(3) Do you want to make a statement and answer questions?

If the accused or suspect indicates that he wishes to consult with counsel, do not question him until counsel is obtained. Likewise, if he indicates that he does not wish to be questioned, and he has no counsel present, do not question him. If, after waiving his rights, the accused or suspect elects to make a statement or answer questions, the Waiver Certificate, (Statement by Accused or Suspect Person) is completed and signed by him at the time his statement is recorded on the form. If at all possible, there should be a witness present when the accused is informed of his rights and when he signs the waiver.

If the suspect/accused orally waives his rights but refuses to sign the waiver certificate, he may be questioned. Notations will be made on the waiver certificate to the effect that the accused/suspect has stated that he understands his rights, does not want a lawyer, wants to discuss the offense(s) under investigation, and refuses to sign the waiver certificate.

In all cases, the waiver certificate must be completed as soon as possible. Every effort should be made to complete the waiver certificate before any questioning begins. If the waiver certificate cannot be completed at once, as in the case of street interrogation, completion may be temporarily postponed. Notes should be kept on the circumstances.

Prohibited Practices

The use of coercion (physical or mental pressure), unlawful influence (use of rank), or unlawful inducement (empty promises) will render a self-incriminatory statement or action involuntary and thus inadmissible under Article 31(d). Additionally, the clearest and most complete information, advice, warning, and waiver can be completely nullified by subsequent conduct of the interrogator which causes the suspect or accused to be misled as to his rights or as to the use that may be made of his testimony.

## PUNITIVE ARTICLES OF UCMJ

Articles 77 through 134 of UCMJ are referred to as punitive articles, which as a whole, cover almost any offense or crime that can be committed. This section quotes and discusses those considered most important as they relate to the Master at Arms.

Art. 77. Principals

Any person punishable under the code who

(1) commits an offense punishable by the code or aids, abets, counsels, commands, or procures its commission; or

(2) causes an act to be done which if directly performed by him would be punishable by the code; is a principal.

Mere presence at the scene of a crime does not make one a principal. There must be an intent to aid or encourage the persons who commit the crime and the aider or abettor must share the criminal intent or purpose of the perpetrator. If there is a concert of purpose to commit a given criminal act, and the act is done by one of the parties, all probable results that could be expected from the act are chargeable to all parties concerned.

If a witness to a crime had a duty to interfere and his noninterference was designed by him to operate and did operate as an encouragement to or protection of the perpetrator, he is principal.

One who counsels, commands, or procures another into committing an offense is a principal even though he was not present when the offense was committed.

Art. 85. Desertion

(a) Any member of the armed forces who—

(1) without authority goes or remains absent from his unit, organization, or place of duty with intent to remain away therefrom permanently;

(2) quits his unit, organization, or place of duty with intent to avoid hazardous duty or to shirk important service; or

(3) without being regularly separated from one of the armed forces enlists or accepts an appointment in the same or another one of the armed forces without fully disclosing the fact that he has not been regularly separated, or enters any foreign armed service except when authorized by the United States; is guilty of desertion.

(b) Any commissioned officer of the armed forces who, after tender of his resignation and before notice of its acceptance, quits his post or proper duties without leave and with intent to remain away therefrom permanently is guilty of desertion.

(c) Any person found guilty of desertion or attempt to desert shall be punished, if the offense is committed in time of war, by death or such other punishment as a court-martial may direct, but if the desertion or attempt to desert occurs at any other time, by such punishment, other than death, as a court-martial may direct.

Both absence without authority and the intent to remain away permanently are essential elements of a charge of desertion.

"Hazardous duty" or "important service" may include such service as duty in a combat or other dangerous area, embarkation for foreign duty or for sea duty, movement to a port of embarkation, etc. Drill, target practice, maneuvers, and practice marches are not ordinarily regarded as included.

The fact that a person intends to report or actually reports at another station does not prevent a conviction for desertion, as that fact in connection with other circumstances may tend to establish his intentions not to return to his proper place of duty. However, a person absent without leave from his place of service and without funds may report to another station for transportation back to his original place of duty, which circumstance would tend to negate the existence of an intent to desert. No general rule can be laid down as the effect to be given to an intention to report or an actual reporting at another station. Return to military control may be effected by return to any of the Armed Forces, whether or not that of which the accused is a member.

When a man has been in an absentee status for more than 31 days, notification is forwarded to his next of kin, and various law enforcement agencies, as well as to certain activities of the other Armed Forces, who are requested to assist in the apprehension of the absentee.

The status of an absentee changes to that of a deserter after 30 days of absence, or sooner if the intent to desert is manifest.

After a man is declared a deserter, the Federal Bureau of Investigation enters into the search for the man. The expenses involved in returning him are chargeable to the deserter.

Art. 86. Absence Without Leave

Any member of the armed forces who, without authority—

(1) fails to go to his appointed place of duty at the time prescribed;

(2) goes from that place; or

(3) absents himself or remains absent from his unit, organization, or place of duty at which he is required to be at the time prescribed; shall be punished as a court-martial may direct.

"This article is designed to cover every case not elsewhere provided for in which any member of the Armed Forces is, through his own fault, not at the place where he is required to be at a prescribed time." Specific intent is not an element of this offense, that is, the accused need not form the express intention of remaining away. The intent is expressed by the mere fact of his absence.

"A member of the Armed Forces turned over to the civil authorities upon request (article 14) is not absent without leave while held by them under that delivery. When a member of the Armed Forces, being absent with leave, or absent without leave, is held, tried, and acquitted by civil authorities, his status as absent with leave or without leave is not thereby changed, however long he may be held. If a member of the Armed Forces is convicted by the civil authorities, the fact that he was arrested, held, and tried does not excuse any unauthorized absence."

### Art. 92. Failure to Obey Order or Regulation

Any person subject to the code who—

(1) violates or fails to obey any lawful general order or regulation;

(2) having knowledge of any other lawful order issued by a member of the armed forces, which it is his duty to obey, fails to obey the order; or

(3) is derelict in the performance of his duties; shall be punished as a court-martial may direct.

A general order or regulation is lawful if it is not contrary to or forbidden by the Constitution, the provisions of an act of Congress, or the lawful order of a superior. A general order or regulation is one which is issued by the President or by the Secretary of Defense, the Secretary of Transportation, or the secretary of a military department, and which applies generally to an armed force; or one which is promulgated by an officer having general court-martial jurisdiction, a general or flag officer in command, or by a commander superior to one of these.

Disobedience of "any other lawful order" requires that the person must have had a duty to obey the order and must have had knowledge of the order. An accused may be charged with disobedience of the lawful order of one not a superior, provided the accused had a duty to obey such order. Examples are lawful orders of a sentinel or of members of the Armed Forces Police.

"A person is derelict in the performance of duties when he willfully or negligently fails to perform them, or when he performs them in a culpably inefficient manner." To be culpably inefficient an accused must have had the ability and opportunity to perform his duties efficiently, but performed them inefficiently nevertheless.

### Art. 95. Resistance, Breach of Arrest, and Escape

Any person subject to the code who resists apprehension or breaks arrest or who escapes from custody or confinement shall be punished as a court-martial may direct.

"Resisting apprehension consists of an active resistance to the restraint attempted to be imposed by the person apprehending." Active resistance may be accomplished by flight or by assaulting the apprehending person. Mere words of remonstrance, argument, or abuse, and attempts to escape from custody after the apprehension is complete, will not constitute the offense of resisting apprehension though they may constitute other offenses.

"Breach of arrest is committed when the person under legal arrest infringes the limits set by orders." Escape from custody or confinement is any completed casting off of the custody or restraint of confinement, before being set at liberty by proper authority.

Offenses against correctional custody imposed as nonjudicial punishment under article 15, i.e., escape from correctional custody (when physical restraint is cast off) and breach of correctional custody (when a nonphysical restraint is broken), are punishable as violations of article 134.

### Art. 96. Releasing Prisoner Without Proper Authority

Any person subject to the code who, without proper authority, releases any prisoner committed to his charge, or who through neglect or design suffers any such prisoner to escape, shall be punished as a court-martial may direct, whether or not the prisoner was committed in strict compliance with law.

An example of a prisoner being released without proper authority is gross carelessness in calculating the release date, resulting in the prisoner being released early; or failure to identify the prisoner being released, and releasing the wrong man.

### Art. 97. Unlawful Detention

Any person subject to the code who, except as provided by law, apprehends, arrests, or confines any person shall be punished as a court-martial may direct.

"Any unlawful restraint of another's freedom will result in a violation of this article, whether or not such action is taken under color of authority. The offense may be committed by one who, being duly authorized to apprehend, arrest, or confine others, exercises such authority unlawfully, or by one not so authorized who effects the restraint of another unlawfully. The apprehension, arrest, or confinement must be against the will of the person restrained."

### Art. 108. Military Property of United States—Loss, Damage, Destruction, or Wrongful Disposition

Any person subject to the code who, without proper authority—

(1) sells or otherwise disposes of;

(2) willfully or through neglect damages, destroys, or loses; or

(3) willfully or through neglect suffers to be lost, damaged, destroyed, sold, or wrongfully disposed of; any military property of the United States shall be punished as a court-martial may direct.

Whether the property involved was issued at all or whether it was issued to someone other than the accused is immaterial. However, as far as the offenses of willfully or through neglect damaging, destroying, or losing military property are concerned, "if it is shown that the property was issued to the accused, it may be presumed that the damage, destruction, or loss shown, unless satisfactorily explained, was due to the neglect of the accused; this rule applies only to items of individual issue."

A willful damage, destruction, or loss is one that is intentionally occasioned. Loss, destruction, or damage is occasioned through neglect when it is the result of a want of such attention to the nature or foreseeable consequences of an act or omission as was appropriate under the circumstances.

The loss, damage, destruction, sale, or disposition may be said to be willfully suffered by one who, knowing the act to be imminent or actually occurring, takes no steps to prevent it; for example, a member of the boat crew who, seeing a small boat tied alongside, allows the boat to be damaged or lost by chafing or striking.

### Art. 111. Drunken or Reckless Driving

Any person subject to the code who operates any vehicle while drunk, or in a reckless or wanton manner, shall be punished as a court-martial may direct.

"Operating a vehicle includes not only driving or guiding it while in motion, either in person through the agency of another, but also the setting of its motive power in action or the manipulation of its controls so as to cause the vehicle to move. The term "vehicle" applies to all types of land transportation whether or not motor driven or passenger-carrying." Drunken or reckless operation of water or air transportation may be charged as a violation of article 134. For the meaning of drunk, see the remarks following article 112.

Recklessness depends upon the ultimate question: "whether, under all the circumstances, the accused's manner of operation of the vehicle was of that heedless nature which made it actually or imminently dangerous to the occupants or to the rights or safety of others."

"While the same course of conduct may constitute both drunken and reckless driving, the article proscribes these as separate offenses, and under certain circumstances, both offenses may be charged."

### Art. 112. Drunk on Duty

Any person subject to the code other than a sentinel or look-out, who is found drunk on duty, shall be punished as a court-martial may direct.

"The term "duty" as used in this article means military duty, but it is important to note that every duty that an officer or enlisted person may legally be required by superior authority to execute is necessarily a military duty."

Whether the drunkeness was caused by liquor or drugs is immaterial; and any intoxication that is sufficient to impair the rational and full exercise of the mental and physical facilities is drunkeness within the meaning of the article.

It is necessary that the accused be found drunk while actually on the duty alleged, and the fact that he became drunk before going on duty does not affect the question of his guilt. The drunkeness must coincide with the duty in point of time. If, however, he does not undertake the responsibility or enter upon the duty at all, his conduct does not fall within the terms of this article, nor does that of a person who absents himself from his duty and is found drunk while so absent. Included within this article is drunkeness while on duty of an anticipatory nature, such as that of an aircraft crew ordered to stand by for flight duty, or for an enlisted person ordered to stand by for guard duty.

Within the meaning of this article, when in actual exercise of command, the commanding officer of a post, a command, a detachment in the field, or a ship is constantly on duty.

In the case of enlisted persons, the term "on duty" relates to duties of routine or detail, in garrison, at a station, or in the field, and does not relate to those periods when, no duty being required of them by orders or regulations, men occupy the status of leisure known as "off duty" or "liberty."

### Art. 113. Misbehavior of Sentinel

Any sentinel or look-out who is found drunk or sleeping upon his post, or leaves it before he is regularly relieved, shall be punished, if the offense is committed in time of war, by death or such other punishment as a court-martial may direct, but if the offense is committed at any other time, by such punishment other than death as a court-martial may direct.

"A post is not limited by an imaginary line, but includes, according to orders or circumstances, such surrounding area as may be necessary for the proper performance of the duties for which the sentinel or lookout was posted. A sentinel or lookout is on post within the meaning of this article not only when he is at a post physically defined, as is ordinarily the case in garrison or aboard ship, but also, for example, when he may be stationed in observation against the approach of an enemy, or detailed to use any equipment designed to locate friend, foe, or possible danger, or at a designated place to maintain internal discipline, or to guard stores, or to guard prisoners while in confinement or at work."

"This article does not include an officer or enlisted person of the guard, or of a ship's watch, not posted or performing the duties of a sentinel or lookout, nor does it include a person whose duties as a watchman or attendant do not require that he be constantly alert. "Misbehavior by such persons would constitute violation of articles 92(3) or 134 (the General Article).

### Art. 116. Riot or Breach of Peace

Any person subject to the code who causes or participates in any riot or breach of the peace shall be punished as a court-martial may direct.

"Riot" denotes a breach of the peace causing public terror committed by three or more persons, with a common purpose to execute action against any who may oppose them. Without such a common purpose to be effected by concerted action, the acts of an assembly of three or more persons, even though all commit breaches of the peace in the same manner, do not constitute a riot. For example, in the case of a group of people discharging cannon crackers in violation of law, it was held that each person was intent on discharging his own cannon crackers and that there was no intent among the persons so assembled mutually to assist each other.

"A "breach of the peace" is an unlawful disturbance of the peace by an outward demonstration of a violent and turbulent nature."

"Engaging in an affray, unlawful discharge of firearms in a public street, and the use of vile or abusive words to another in a public place are a few instances of the type of conduct which may constitute a breach of the peace."

### Art. 121. Larceny and Wrongful Appropriation

(a) Any person subject to the code who wrongfully takes, obtains, or withholds, by any means, from the possession of the owner or of any other person any money, personal property, or article of value of any kind—

(1) with intent permanently to deprive or defraud another person of the use and benefit of property or to appropriate it to his own use or the use of any person other than the owner, steals that property and is guilty of larceny; or

(2) with intent temporarily to deprive or defraud another person of the use and benefit of property or to appropriate it to his own use or the use of any person other than the owner, is guilty of wrongful appropriation.

(b) Any person found guilty of larceny or wrongful appropriation shall be punished as a court-martial may direct.

"Any other person" means any person who is an owner of the property by virtue of his possession or right to possession thereof. "As a general rule, a taking or withholding is wrongful if done without the consent of the other, and an obtaining of property from the possession of another is wrongful if the obtaining is by false pretense."

"The existence of an intent to steal must, in most cases, be inferred from the circumstances. Thus, if a person secretly takes property, hides it, and denies that he knows anything about it, an intent to steal may well be inferred; but if he takes it openly and returns it, this would tend to negate such an intent."

"Although ordinarily the taking, obtaining, or withholding need not be for the benefit of the thief himself, a person who divests another of property intending only to restore it to the possession of the owner, as when he takes stolen property from a thief with that intent, does not commit larceny or wrongful appropriation."

A taking or withholding of lost property by the finder is larceny if accompanied by an intent to steal and if a clue to the identity of the owner, or through which such identity may be traced, is furnished by the character, location, or marking of the property, or by other circumstances."

The distinction between larceny and wrongful appropriation lies in the words "permanently," used in defining larceny, and "temporarily," used in defining wrongful appropriation.

"Instances of wrongful appropriation are: taking the automobile of another without permission, with intent to drive it a short distance and then return it or cause it to be returned to the owner; obtaining a service weapon by falsely pretending to be about to go on guard duty, the weapon being thus obtained with intent to use it on a hunting trip and thereafter effect its return."

Art. 128. Assault

(a) Any person subject to the code who attempts or offers with unlawful force or violence to do bodily harm to another person, whether or not the attempt or offer is consummated, is guilty of assualt and shall be punished as a court-martial may direct.
(b) Any person subject to the code who—

(1) commits an assault with a dangerous weapon or other means or force likely to produce death or grievous bodily harm; or

(2) commits an assualt and intentionally inflicts grievous bodily harm with or without a weapon: is guilty of aggravated assault and shall be punished as a court-martial may direct.

"An offer to do bodily harm to another, as distinguished from an attempt to do such harm is a placing of the other in reasonable apprehension that force will at once be applied to his person. Pointing an unloaded pistol which the assailant knows to be unloaded at another is not an attempt to do bodily harm, for the assailant is cognizant of his inability to shoot the victim; yet such an act may be an assault if the victim is put in reasonable fear of bodily injury. For example, if A points a pistol at B and says to B, "If you don't hand over your watch I will shoot you," A has committed an assault upon B."

An assault in which the attempt or offer to do bodily harm is consummated by the infliction of that harm is called a battery. A battery is an unlawful, and intentional or culpably negligent, application of force to the person of another by a material agency used directly or indirectly. It may be a battery to set a dog to biting a person, to shoot a person, to cause him to take poison, or to run an automobile into him.

In order to constitute an assault, the act of violence must be unlawful. It must be done without legal justification or excuse and without the consent of the person affected.

Article 128(b) defines two kinds of aggravated assault. One is an assault with a dangerous weapon or other means or force likely to produce death or grievous bodily harm. The other is an assault, with or without a weapon, in which the assailant intentionally inflicts grievous bodily harm.

A weapon is dangerous when used in such a manner that it is likely to produce death or grievous bodily harm. "Grievous bodily harm does not include minor injuries, such as a black eye or a bloody nose, but does include fractured or dislocated bones, deep cuts, torn members of the body, serious damage to internal organs, and other serious bodily injuries." When the natural and probable consequence of a particular use of any means or force would be death or bodily harm, it may be said that the means or force is "likely" to produce that result.

With respect to the offense of aggravated assault with a dangerous weapon or other means or force likely to produce death or grievous bodily harm, it is not necessary that death or grievous bodily harm actually be inflicted.

## THE POSSE COMITATUS ACT

The protection of life and property and the maintenance of law and order within the territorial jurisdiction of any state are primarily the responsibilities of the state and local authorities. The Federal government also has certain duties and obligations in maintaining peace, order, and law within the nation. However, the enforcement of these duties and obligations by the Federal government is restricted by certain constitutional or statutory limitations. Articles II and IV of the Constitution define certain duties and responsibilities of the Federal government in maintaining peace, order, and law. Except where expressly authorized by constitutional and statutory provisions, it is not lawful to use Federal troops to enforce the law. The Posse Comitatus Act clarifies this intent of the Constitution.

Historically, posse comitatus referred to a summons for all ablebodied males of the country to aid the sheriff to keep the peace or to pursue criminals. The sovereign could command this in common law, and substantially the same procedure

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was in use in the United States, either through application of the common law or by statutes of the states, before the Posse Comitatus Act was passed in 1878. Armed Forces police personnel may be requested by civil authorities to enforce laws against the civil population, but this action is forbidden by the prohibitions of the Posse Comitatus Act. Codified in 1956 in Title 18, United States Code, the Posse Comitatus Act reads:

> "Whoever, except in cases and under circumstances expressly authorized by the Constitution or Act of Congress, willfully uses any part of the Army or the Air Force as a posse comitatus or otherwise to execute the laws shall be fined not more than $10,000 or imprisoned not more than two years, or both. . . ."

Although not expressly applicable to the Navy and Marine Corps, that act is regarded as a statement of Federal policy which is closely followed by the Department of the Navy (SECNAVINST 5400.12).

Although the act is vague in its terms, it prevents the use of any part of the Federal Armed Forces to execute the laws of the states or the laws of the United States except when acting under the authority of an Act of Congress or when directed by the President of the United States under his constitutional power. So far as the Posse Comitatus Act concerns the Master at Arms, he cannot assist civil officers in the execution of local, state, or Federal laws. Military authorities may take action involving civilians where a military purpose requires the action. Civilians may be interviewed (unless they object) in the investigations of suspected offenses by servicemen; however, police of the Armed Forces may not investigate, arrest, or search civilians not subject to the UCMJ who are charged with violation of the law. The Posse Comitatus Act prevents the use of the Navy to execute civil law, and does not apply to the action of a serviceman who is acting as an individual in an unofficial capacity to make citizens' arrests or to take other action in furtherance of public peace and civilian law enforcement. Whether he is acting as an individual or as a member of the Navy does not depend upon his duty status or upon whether or not he is in uniform. A Master at Arms on military duty is not prevented by the Posse Comitatus Act from using force to stop a person in his presence identified as a fleeing felon. The Act does prevent the ordering of members of the Armed Forces into position so that they might see and stop a fleeing felon for the purpose of aiding civilian law enforcement.

## CITIZENS' RIGHT TO ARREST

All members of the Navy have the ordinary right of civilians to assist in maintaining peace. Generally, this means that members of the Navy (including MA's) have the authority, as do civilians generally, to apprehend any person committing a felony or any person who in their presence commits a misdemeanor amounting to a breach of the peace. Since the law of apprehension varies considerably in localities, an MA ordinarily does not apprehend under this right until he has permission from his commander. Persons not subject to military law who are found within the limits of military jurisdiction in the act of committing a breach of regulations, not amounting to a felony or a breach of the peace, may be removed therefrom upon orders from the commander and ordered by him not to re-enter.

## PERSONAL LIABILITY

The acts of Master at Arms in aiding civil authorities to suppress domestic violence are subject to review by military and civil courts in actions for damages or in criminal proceedings. If an MA is brought to trial for acts done while assisting civil authorities under circumstances authorized by constitutional or statutory provisions, two defenses are military necessity and superior orders.

### Military Necessity

The defense of military necessity is generally available to the commander in charge of the operation and to the Master at Arms. If the officer (or MA) can show that the action appeared to be necessary at the time because of the emergency, he is freed from guilt. The emergency gives him the right; and if hindsight shows that better methods were available, the officer (or MA) is still held innocent of legal responsibility.

### Superior Orders

The defense of superior orders is ordinarily available to all military personnel who act under the order of a military superior. Under circumstances calling for prompt action, the Master at Arms cooperates with civil authority, but is subject only to the authority of his military superiors. The defense of superior orders is absolute unless an order is so obviously illegal that any person of ordinary understanding would instantly perceive it to be so. If the commands are illegal but not obviously so, the Master at Arms is not held liable if he obeys.

## RULES OF EVIDENCE

Evidence falls into one of two classes: direct or circumstantial. Direct evidence tends straightforwardly to prove or disprove a fact in issue. Circumstantial evidence tends only to establish a fact or circumstance from which, either alone or in connection with other facts, another fact may be inferred or implied. Circumstantial evidence may often be more convincing than direct evidence. If a case depends on circumstantial evidence, however, the court (in order to convict) must find the circumstances satisfactorily proved as facts. The court must also find that the facts clearly and definitely prove the accused guilty, and that they cannot be reconciled with his innocence. There is no general rule for comparing the difference in the weight of circumstantial and direct evidence.

The courts would not allow the following types of character evidence to be admitted for the purpose of proving the conduct of the accused. In general, this is true irrespective of whether the case (issue) is civil or criminal.

1. The accused is very much disliked by his shipmates.
2. A number of thefts have occurred aboard the ship, and the general belief is that the accused was connected with them.
3. He was tried once before for theft of clothes, and was convicted.
4. He is suspected of being a deserter from a foreign navy.
5. He comes from a poor district where petty thievery is common.

The foregoing examples of circumstantial evidence are inadmissible because they are unreliable. The following case illustrates competent circumstantial evidence that would be acceptable by a court. Defendant A is charged with stealing clothes from the locker of B.

1. The clothes were taken while B was at drill. No one was seen near his locker.
2. Because A was detailed as a foodhandler, he was not at drill. For a short while, however, he was absent from his duty as foodhandler, during which period the clothes disappeared.
3. Defendant A was known to be without money the day before the theft occurred. That evening he left the barracks with a bundle under his arm, and later was seen to enter a certain house. Later, that same night, he had money in his possession.
4. When said house was searched the next day, most of the missing clothes were found.

### POINTS OF ISSUE

In every court proceeding, the prosecution must produce evidence to prove these three major points, which constitute the issue in a case:

1. The offense charged was actually committed.
2. The person accused committed the illegal act.
3. The person who committed the illegal act intended all the consequences flowing from his act.

Certain minor issues also must be proved. Consider a case of larceny in which it is charged that the accused maliciously took or stole certain personal goods of value. The minor issue that must be proved is that the articles were taken fraudulently and with felonious intent of permanently depriving the owner of possession.

A consideration of the meaning of corpus delicti becomes necessary at this point, for the reason that some people usually think of a murder victim when anyone used this term. A commonly accepted definition of corpus delicti is the body or substance of a crime. As used and understood today, this definition is not accurate. The definition has a broader meaning. Corpus delicti is applicable to the substantial and fundamental fact or facts connected with the actual commission of an illegal act (civil or criminal). For example, in the theft of a watch, the corpus delicti is the taking of the watch.

Usually the corpus delicti is proved by the prosecution at the start of a case because, without it, there is no offense. In certain instances, courts permit changes in the normal sequence in which evidence is introduced. Notwithstanding such a change in procedure, the prosecution must always prove that the accused is the same person named in the indictment, information, or changes and specifications. Usually the requisite proof is afforded by the testimony of people who know him. Next, the prosecution must prove that the accused committed the crime charged and to which the testimony of the witnesses will refer.

In some crimes, intent must be proved as a separate fact apart from the crime. Such crimes are murder, larceny, burglarly, desertion, mutiny, and the like. In certain other crimes, the law holds that the crime itself shows intent existed. In this group are rape, sleeping on watch, drunkeness, neglect of duty, and so on.

Drunkeness may be admitted for consideration if it tends to show a mental and physical incapacity on the part of a person to plan or carry out a specific intent to commit an offense. The nature of some crimes is such that deliberate intent and careful planning may be beyond the ability of a man who is very drunk. Such crimes are larceny, robbery, and burglary. If they were committed by a man who was very drunk, the court would consider whether the crime was actually the one charged, or one less serious, such as battery or trespass. Similarly, in a murder case, proof of drunkeness might reduce the crime to manslaughter. Proof of drunkeness at the time the crime was committed may be introduced, not to excuse or lessen the seriousness of the homicide, but to aid the court in deciding whether the accused is guilty of the crime charged, or of one less serious in nature.

On the other hand, a statute may be so framed as to make the act of rape, assault and battery, or arson criminal whether there was any intention to break the law. Evidence that the accused was drunk would not, therefore, constitute a defense for the commission of any of these acts.

If a man accidentally kills another, gross negligence may be held to supply the required intent. To avoid criminal responsibility, such a person must have used the same care and caution that a man of ordinary foresight would have used under similar conditions. The courts are very strict in interpreting what constitutes ordinary caution, particularly in regard to firearms.

The law presumes that the accused is innocent until he is proven guilty. In a civil action, the prosecution must prove his guilt by the weight of the evidence, whereas, in a criminal case, his guilt must be proved beyond a reasonable doubt. The burden of proving a case (recovery or a ground of defense) is upon the person who makes the accusation and takes action to introduce the matter for trial before a judicial tribunal. The burden of proof remains to the end of the case with the party who has it at the beginning of the trial. The accused is never required to assume the burden of proof in order to show his innocence. In minor issues, however, as when he objects to the testimony introduced by the prosecution, he must assume the burden of proving that his objection is valid.

## PRIMA-FACIE EVIDENCE

It must be borne in mind that a prima-facie case has no effect on the burden of proof, though it satisfies that burden for the time being. In addition, it calls upon the adverse party to introduce sufficient evidence to counteract or meet the prima-facie case made against him.

You may wonder what we mean by prima-facie evidence. It may be defined as evidence that is good and sufficient, on its face, to meet the issue, if no other testimony is offered. The prosecution establishes a prima-facie case by introducing enough evidence to outweight the general presumption that the accused is innocent. A prima-facie case can be overthrown only when the accused introduces sufficient evidence in rebuttal, that is, evidence that contradicts or meets the evidence of the prosecution.

The fact that the prosecution has established a prima-facie case does not shift the burden of proof to the accused. It does shift the burden of proceeding with the case, however. At this point the accused (opposite side) shoulders the burden of proceeding by introducing evidence to counteract or to meet the prima-facie case. If the accused does nothing at this point, he will be convicted of the offense charged. The question of the court at the end of the trial is always: Has the prosecution proved the guilt of the accused by a preponderance of the evidence or beyond a reasonable doubt? Notice that it is not: Has the accused proved his innocence?

Reasonable doubt means an honest and real doubt caused by insufficient proof. It is not a doubt caused by a fault-finding attitude. Nor is it brought on by sympathy for the accused or for his family. Proof beyond reasonable doubt is not proof beyond the possibility of mistake. The doubt must be based on reason, and it must be reasonable in view of all the evidence. If the court feels it is dissatisfied that the defendant is guilty, after considering all the evidence impartially, then reasonable doubt exists. To find the accused guilty, the court must have a strong feeling or belief that he is guilty, and this feeling must be such that the members of the court would find themselves guilty in similar matters.

Evidence of similar facts may be introduced where the similarity between the facts is so close that there is practically no difference. For example, if A is apprehended for speeding, the fact that he has been speeding on the same day a mile away would be inadmissible evidence. But evidence that he was driving at 50 miles per hour a moment before at a point very close to where he was apprehended would be admissible, because there is reasonable probability that this speed was maintained. Similarly, in a case involving drunkenness, it may be shown that the accused had been drinking a short time prior to that specified, but a statement that he often was drunk in the past would not be admissible.

Evidence of other offenses or acts of misconduct of the accused may be introduced when it tends to (1) identify the person as the perpetrator of the offense charged, (2) prove a plan or design of the accused, and (3) prove guilty knowledge or intent, if guilty knowledge or intent is an element of the offense. For example, a man was being tried for claiming as genuine an imitation diamond he was pawning. Evidence that he shortly before tried to pawn other imitation gems was admitted. This evidence is an exception to the rule that a different crime, not connected with the one alleged in the specification, cannot be brought out in evidence. Defendant X is charged with obtaining money from Y by marrying her. He obtained her money on a representation that he would invest it for her, and then he absconded. Evidence that he pursued the same course with A, B, and C is admissible. The accused is charged with being a receiver of stolen goods. Evidence that he received stolen goods under similar circumstances on prior occasions is admissible.

The accused may introduce evidence of his character before the court arrives at a verdict, when this evidence concerning his general reputaion tends to show that he is not the sort of person who would commit the crime charged. In military courts, in order to lighten the punishment, he may introduce such evidence after he is found guilty. In either situation the prosecution may attack this evidence. On the other hand, if he does not introduce such evidence, the prosecution cannot try to show that, because he had a bad reputation, he probably committed the crime.

The fact that an accused pleads guilty does not bar the prosecution from introducing evidence, because the court has discretion over the punishment to be adjusted for the offense charged against him.

## HEARSAY EVIDENCE

Hearsay testimony is second-hand evidence; it is not what the witness knows personally, but what someone else told him. Scuttlebutt is an example of hearsay. In general, hearsay may not be admitted in evidence, but there are exceptions. For instance, if the accused is charged with uttering certain words, a witness is permitted to testify that he heard the accused speak them.

The following examples illustrate hearsay that is inadmissible:

1. The accused is being tried for desertion. Jones cannot testify that Brown told him the accused said he intended to desert.

2. "The accused is being tried for larceny of clothes from a locker. A is able to testify that B told A that he, B, saw the accused leave the quarters in which the locker was located with a bundle resembling clothes about the same time the clothes were stolen. This testimony from A would not be admissible to prove the facts stated by B."

Neither Jones nor A would be allowed to testify, but the trial counsel could call Brown and B as witnesses. The fact that hearsay evidence was given to an officer in the course of an official investigation does not make it admissible.

## DYING DECLARATIONS

Dying declarations of an alleged victim, relating to facts surrounding the act that caused his dying condition, are excepted from the hearsay rule. Such declarations are admissible in homicide cases (murder or manslaughter). "To be admissible as a dying declaration, the declaration must have been made while the victim was in extremity and while he was under a sense of impending death and without hope of recovery." In most jurisidctions, if the statement is to be introduced at the trial for criminal homicide, the person making the declaration must actually die. If he does not die, he will, of course, appear as a witness himself. A transcript of oral evidence of the dying declaration of the victim is admissible and may be repeated in court, provided it is shown that he knew he was dying when he made it, that the statement pertained to his own homicide, and that he was competent to testify. In the trial of A for murder, for example, the statement the deceased made, a few minutes before his death, that A shot him, will be held admissible.

## RES GESTAE

Still another exception to hearsay testimony comes under the heading of res gestae. Res gestae are involuntary exclamations or acts made at the time the offense was committed, and are so closely connected to the main fact in issue as to be a part of it. These utterances or acts are not planned, but are forced from the individual by the excitement of the moment. The ground of reliability upon which such declarations are received is their spontaneity; they are the facts talking through the party. Res gestae also cover matters of identification. If a man witnesses a killing, for example, and afterwards sees the accused and, without thought, asserts: "There's the man who did the killing," his remark would be admissible.

## OPINIONS

"It is a general rule that a witness must state facts and not his opinions or conclusions." Following are three main exceptions to this rule:

1. A witness may testify about his opinions in matters based on daily observation and experience. For example, he may give his opinion of a person's sanity, sobriety, identity, or his resemblance to another. Or he may express his view regarding that person's physical or temperamental condition, where such an opinion is based on frequent contact with the person in question.
2. When there is a question regarding who wrote or signed a document, anyone acquainted with the handwriting of the supposed writer may give his opinion about whether it was written or signed by him.
3. The opinions of experts in some specialty are admissible in cases requiring, for their solution, a knowledge of such specialty. Such witnesses must be proved to be actual experts in their line. Physicians, chemists, fingerprint experts, and ballistics specialists are often called as expert witnesses.

Evidence is introduced first by the prosecution, then by the defense. Next, the prosecution rebuts the defense evidence. In conclusion, the defense has its surrebuttal. The court, in the interest of justice, may allow new evidence to be introduced at any time before it brings in a verdict.

During the rebuttal, the prosecution may introduce evidence to explain or contradict the evidence brought forward by the defense. The evidence of defense witnesses may be impeached (its truth questioned), or the truthfulness of the prosecution witnesses may be upheld.

In the surrebuttal, the defense tries to discount the evidence brought out in the rebuttal.

Witnesses always are examined separately; no witness is allowed to be present in court while another witness is testifying. This practice, of course, does not apply to the accused, the trial counsel, the defense counsel, or members of the court, should they testify. Objection to a witness, on the grounds of incompetence, is made before he is sworn. The court decides whether such an objection is valid. Similarly, the court rules on the admissibility of any question asked a witness when the opposing side objects.

## DOCUMENTARY EVIDENCE

Documentary evidence includes letters, telegrams, printed matter, photographs, charts and the like. It must be both material and relevant, and its use is governed by certain rules, as pointed out in the next three topics.

### General

1. The genuineness of every document must be proved. Authentication of a writing may be provided by having its author appear as a witness, or calling a witness who was present when it was signed, or who can identify the handwritting.
2. "The best evidence rule provides that, in proving the contents of a writing, the "original" of the writing is the best evidence of its own contents and must, therefore, be introduced except in certain situations. If it is shown that an admissible writing has been lost or destroyed or for any reason cannot feasibly be produced or, if a party other than the accused desires to introduce its contents, that it is in the possession of the accused, the contents may be proved by an authenticated copy or by the testimony of a witness who has seen and can remember the substance of the writing."
3. When documentary evidence is lengthy, the court (in order to save time) may permit a witness who has studied the papers to attest to their meaning. The opposing party, of course, has the right to examine the documentary evidence and to cross-examine the witness.
4. Unofficial charts, sketches, diagrams, plans, notes, or drawings, representing items that cannot be described clearly and easily by a witness, are admissible when proved to be correct. Proof that it is approximately correct is sufficient.
5. The terms of a written document cannot be altered by oral testimony. Oral testimony intended to explain the meaning of a document, however, is admissible.
6. Documentary evidence must be introduced by presenting it to the court and identifying it.

7. Official documents of the Department of Defense are assumed to be genuine.

8. A document must be offered in full. Even though only a part of it is read to the court, the entire document must be received in evidence.

9. A desired document, not in the possession of the party wishing to introduce it, may be produced in court by serving a subpoena on the holder.

### Records, Entries, and Registers

1. Properly authenticated copies of Government records are admissible in lieu of the originals.

2. An official chart is admissible as an oficial record.

3. Entries and records of an organization (such as attendance reports, muster sheets, and hotel registers) are admissible, provided it is the practice of such organization to keep such records in the regular course of business.

### Letters, Telegrams, and Photographs

1. A letter or telegram written, dictated, or signed by the accused, may be submitted as evidence.

2. A letter or telegram sent to the accused is admissible only if it can be shown that he answered or acted upon it.

3. The original telegram filed with the sending office should be offered to the court. If the original is lost or destroyed, the received copy can be submitted.

4. Photographs and X-rays, which are proved to be true pictures, are admissible.

## DEPOSITIONS AND AFFIDAVITS

The testimony of a witness, as a general rule, is given orally. Necessity may, however, require testimony to be taken by deposition. It is well to remember that after the action begins (charges have been signed), any deposition permitted to be taken stands on the same footing as testimony at a trial. What, then, is a deposition? A deposition is a written declaration, under oath or affirmation, made by a witness in the presence of the adverse party so that necessary cross-examination may be made.

A deposition must be taken in the presence of a competent official, usually a court officer or notary public. If a crime is committed, or injury or damage occurs, parties concerned find it advisable to get the testimony of various witnesses reduced to writing as prospective evidence in later legal actions. From the standpoint of accuracy alone, depositions are helpful. A witness who testifies immediately after an event takes place is more likely to remember the facts than some months later. Because the witness is placed under oath, and because there is an opportunity for cross-examination, depositions are not in violation of the hearsay rule.

An affidavit differs from a deposition in that it is a statement made without giving the other side an opportunity to ask questions of the declarer. Although an affidavit is a sworn statement, it ordinarily is inadmissible in evidence of the truth of matters therein stated because it is a hearsay statement and is one-sided. Exceptions may be made in affidavits dealing with minor issues, such as character of the accused, loss of an original document, or matters in extenuation of a possible sentence, unless such exceptions as these appear to affect injuriously the substantial rights of the parties.

Testimony given in a former trial of the accused may be admitted if he was tried on substantially the same charges. Also, such testimony is admissible if it can be proved that the witness cannot attend the present trial because he is dead, very ill, insane, or that he is prevented by the accused from attending. Merely because the witness is beyond the jurisdiction of the court, or because his whereabouts are unknown, such former testimony is inadmissible.

## REAL EVIDENCE

The old "personal view" principle has not been scrapped. This principle permitted the jurors to be taken to the scene of the act or happening under consideration, and thus obtain first-hand evidence, calculated to assist them in reaching correct conclusions. Because of the complexity of the machinery of justice, however, the personal view becomes less and less practical or desirable. But, if the court considers it desirable, it may adjourn to the scene of the offense.

As a means of presenting to the jury factual evidence concerning the issues, the courts today find it expedient to permit a witness to explain his testimony by introducing photographs, maps, models, or diagrams. The courts look upon such evidence as being more trustworthy in some respects than the testimony of human witnesses. Real evidence includes all objects that are relevant and material to the issue, in addition to the testimony of witnesses and writings.

In general, the same rules of admissibility apply both the real evidence and the oral testimony.

## ORAL EVIDENCE

When testimony of witnesses is given in court at a trial, it is by word of mouth, and enables observance of their behavior, expressions, and gestures. One indication of truthfulness of a witness is his manner when he is before the court. This quality is lost to the court unless the witness testifies orally before it.

### Calling Witnesses

The attendance of witnesses is obtained by voluntary appearance or by serving a subpoena on them. This method of calling witnesses applies to everyone appearing before any judicial body appointed to inquire into the truth of a matter of general interest. Any court-martial can require any member of the Armed Forces to appear before it as a witness. If the witness is stationed at the location where the court convenes or nearby, so that travel at Government expense is unnecessary, the trial counsel customarily notifies him (orally or in writing) of the date and place of the trial. To assure the attendance of the witness, his commanding officer should be advised informally. If formal notice is required, the trial counsel requests the witness' commanding officer to order his appearance.

If the witness is not stationed close to the location where the court-martial convenes, his commanding officer is requested to issue orders permitting him to travel to the trial at Government expense. If practicable, a request for the attendance of a military witness is made in ample time to allow him at least 24 hours' notice before the court convenes.

The trial counsel is authorized to subpoena as a witness, at Government expense, any civilian of the United States, its territories and possessions, and he can compel his attendance at the trial. If practicable, a subpoena is issued at least 24 hours before the time the witness must travel from home in order to comply with the subpoena.

The trial counsel, the defense counsel, and the court-martial must be given equal opportunity to obtain witnesses. The trial counsel should take timely and appropriate action to provide for the attendance of those witnesses who have personal knowledge of the facts at issue in the case, both for the prosecution and for the defense.

### Who Can Testify

The greater portion of the law of evidence is concerned with the rules that gradually have grown up in the courts respecting persons who may testify, and the manner in which their testimony may be given. The MA should keep in mind that the sole objective of the rules of evidence is to arrive at the truth through the testimony of witnesses. A witness testifies regarding his knowledge of the facts as a matter of public duty, and without imposition of conditions the law does not authorize. An example of an unauthorized condition would be an agreement to pay a witness additional compensation exceeding that authorized by law for his testimony.

The accused is allowed to testify if he so requests; he is never forced to testify. If he elects not to take the witness stand, no comment may be made on this fact. The Constitution provides that no one is compelled to testify against himself.

An accomplice or conspirator is always competent to testify, although he cannot be required to answer questions when his answers might tend to incriminate him. The evidence given by the accused or an accomplice is weighted carefully by the court in deciding just how much weight can be given their testimony.

A member of the court, the trial counsel, or the counsel for the accused may testify when their testimony is desired.

The admissibility of testimony from a child is governed not by the child's age, but by his sense and understanding and by his understanding of the importance of telling the truth.

Insanity or intoxication may disqualify a witness, insofar as such condition affects the validity of the testimony. A witness proven senseless with drink at the time of the happening for which testimony is desired, is barred on the grounds of intoxication. A witness suffering from mental infirmity is, nevertheless, competent to testify if he understands the moral importance of telling the truth and has the mental capacity to observe, remember, and describe accurately the facts under inquiry. The court (judge or law officer) decides whether a witness is competent to testify.

The rules governing certain restrictions on the testimony of husband and wife are as follows:

1. The wife or husband of an accused may testify for the accused without restriction, but the witness may be cross-examined by the trial counsel.

2. The wife or husband of an accused may not be called to testify against the accused without the consent of both the accused and the witness, except when the offense was committed by the accused against the witness.

3. A wife or husband may not testify to confidential communications received from the other unless the other gives consent.

### Forbidden Questions

A witness is not obligated to answer certain questions. Three classes of such questions are—

1. State secrets. These include any question detrimental to the public interest, as well as classified military information.
2. Incriminating questions. This group includes questions that make the witness subject to criminal prosecution.
3. Degrading questions. These questions tend to degrade or disgrace the witness. A witness may refuse to answer a degrading question only if it deals with a minor issue of the trial.

When a witness protests on the grounds of any of the foregoing groups of forbidden questions, the court rules on whether the witness must answer the question, or whether he is privileged to remain silent. If a witness was tried previously in connection with the matter about which he is questioned, his claim of privilege is disallowed, because there is no further danger to him.

### Examination Procedure

The examination of a witness proceeds as follows: First, the direct examination by the party who calls him; second, cross-examination by the opposite party; third, redirect examination; fourth, re-cross-examination. The court may allow additional interrogation of a witness if further questioning is desirable.

All facts desired by the party who calls the witness should be brought out in the direct examination. Objection may be raised by the other side if an attempt is made to bring out additional facts at a later time in the trial. On taking the stand, the witness must identify himself and (if possible) the accused.

Leading questions usually are not allowed on direct examination. "Leading questions are questions which either suggest the answer it is desired the witness shall make or which, embodying a material fact, are susceptible of being answered by a simple yes or no. A leading question, except on cross-examination, should be excluded upon proper objection. For example, if a knife is introduced in evidence, a witness should not be asked on direct examination whether it is the knife with which he saw the accused stab A. He should be asked first whether he recognizes the knife, and if he answers that he does, then he may be asked where he saw it and what was done with it."

### Shortening Proceedings

To shorten the court proceedings, leading questions are sometimes allowed. For example, if the accused admits that he was arrested as a deserter on a certain day, at a certain place, by a policeman, the latter may be asked directly whether he arrested the accused on that day and at that place. Leading questions are allowed also when the witness appears hostile to the party who called him, or when the witness makes an erroneous answer, apparently caused by forgetfulness or a slip of the tongue, which a suggestion would set right. Under certain circumstances it is necessary to ask a leading question to enable the witness to better understand what is required. Such an instance may occur when he is called on to contradict a statement made in his absence by another witness.

Double questions are not permitted. An example of a double question is: "Did you see the accused with a bundle?" Actually, a double question is made up of two separate questions. The first is: "Did you see the accused?" The second is: "Did he have a bundle?"

Ordinarily, a witness whose memory fails him on a particular point may be allowed to refresh his recollection by referring to his notes. Thus, a Master at Arms normally is allowed to refer to his notebook regarding such items as the serial number of a gun, the exact dimensions of rooms, and the like. In such an instance his notes are not evidence; they merely serve to remind him of matters to which he can testify from memory.

Notes may also be submitted directly as evidence when the witness cannot recall something but is able to testify that he made an accurate note regarding it. Both this paragraph and the preceding one point out the necessity for the MA to maintain accurate, complete, and legible notebooks.

### Cross-Examination and Contempt of Court

Cross-examination is intended to test the extent to which the testimony of a witness can be relied upon. An attempt to make a story stand up under cross-examination is difficult, especially when it is not entirely true. Wide latitude is allowed in cross-examination, and leading questions are permitted. If the accused takes the stand, he usually is exposed to a searching cross-examination.

All witnesses (civilian and military) appearing before a court may be punished for contempt if their behavior warrants. Also, the court may caution a witness about his conduct. The court itself has the power to decide whether a witness is guilty of contempt.

A witness may be asked to verify his testimony, which may be read to him, or he may read his testimony from a copy of the court record. He then is called before the court to correct, amend, or verify his testimony.

Witnesses are warned not to discuss their testimony with anyone. This warning is given to ensure that the testimony of a witness is not colored by what he heard from another witness. The defense and the prosecution, however, are allowed to discuss the case with their witnesses in advance. When collecting evidence for the prosecution, the Master at Arms may ascertain, through statements, what a witness knows of the case.

## IMPEACHING A WITNESS; CREDIBILITY

The testimony of a witness may be impeached in any one of three ways: (1) The facts to which he testified may be disproved. (2) It may be proved that he made contradictory statements during the present trial. (3) An attack may be made on his general credibility (worthiness of belief).

In impeaching a witness for making contradictory statements, he must be asked specifically if he made the contradictory statement just read to him. He cannot be asked, merely, if he made a different statement. Also, the contradictory statements must have been made during the current trial.

The credibility of a witness is his worthiness of belief, determined by the following considerations: his character, acuteness of his powers of observation, accuracy and retentiveness of memory, his general manner in giving evidence, his relation to the matter before the court, his appearance and deportment, his prejudices, his general reputation for truth and veracity in his community, a comparison of his testimony with other statements made by him out of court, and a comparison of his testimony with that of others.

The Master at Arms is expected to have the greatest credibility. Your character should never be open to criticism. Develop your power of observation and memory to the fullest extent, and be straightforward in presenting your testimony. You must show no prejudice, your appearance must be smart, and deportment must be above reproach. At all times maintain the highest reputation for truthfulness.

The creditiblity of a witness may be attacked in cross-examination, or by evidence, to show that he has a bad reputation for truthfulness. Evidence that he was convicted in court of a crime involving moral depravity and, particularly, perjury may be proved. Testimony may be introduced to the effect that he has a bad reputation for truthfulness in his community or at his place of employment; his reputation is considered to be a matter of fact. Testimony concerning his character is not allowed, because the law holds that this is a matter of opinion.

As a rule, the side that calls a witness may not impeach him, although it may introduce evidence of a contradictory nature. Exceptions to this rule are made when (1) the witness appears to be hostile to the side that called him; (2) the party, because of the nature of the case, must call a particular witness; and (3) the party who, calling a witness, is surprised by his testimony.

## WEIGHING EVIDENCE

All evidence and testimony introduced at a trial are considered in reaching a verdict, together with facts of evidence recognized by the court. Such facts fall into three general groups, as follows:

1. Facts that form part of the common knowledge of every person of ordinary intelligence, such as the qualities and properties of matter; well-known scientific, geographical, historical, and physiological data; the composition and use of articles in common use; the character of weapons; time, days, and dates; the existence, appearance, and value of money.
2. Matters that may be ascertained readily, such as the time of sunrise on a given day.
3. Matters that a court (civil or military) is bound to know as part of its own special function, such as the Constitution, treaties, Federal law, UCMJ, and General Orders.

As stated previously, members of the court may admit any of the aforementioned matters that apply, together with all the evidence introduced. Their knowledge of facts must come to them through the evidence; but, in weighing the evidence given by the different witnesses, they are expected to use their commonsense and their knowledge of human nature and the ways of the world. Thus, the court may believe one witness, yet disbelieve several witnesses whose testimony conflicts with that one.

## COURTS

The word court means "the place where justice is administered." The two general types of courts are civil and military. For this discussion, we are concerned only with military courts. This does not mean, though, that you do not appear in a civil court. The way you conduct yourself in a military court is the way you should handle yourself in a civil court.

### MILITARY COURTS

Under the UCMJ, penalties for infractions of discipline or breaking the law fall into two main classes: those punishable by nonjudicial punishment and those punishable by court-martial.

### NONJUDICIAL PUNISHMENT (NJP)

Nonjudicial punishment is better known in the Navy as captain's mast, or merely mast, a term derived from the fact that in early sailing days the usual setting for this type of naval justice was on the weather deck at the foot of the ship's mainmast.

A commanding officer may, for minor offenses, impose nonjudicial punishment upon the military personnel (including officers) of his command. This authority of a commanding officer is personal and may not be delegated unless he exercises general court-martial jurisdiction or is a general or flag officer. Captain's mast constitutes the cornerstone of the whole structure of naval justice and discipline.

In passing judgment, the commanding officer may (1) dismiss the case, (2) officially warn the accused, (3) administer an oral or written admonition or reprimand, (4) administer punishment, or (5) order the accused to be tried by court-martial.

Figure 2-1 shows maximum punishments that may be imposed in the Navy through nonjudicial punishment.

### COURTS-MARTIAL

Military offenses, as distinguished from conventional misdemeanors and crimes, may be divided into two classes: those involving neglect of duty, and those involving deliberate violations of instructions, orders, or regulations. Offenses classified as neglect of duty may result in punishment extending from loss of liberty to that awarded by a court-martial. Deliberate violations of instruction, orders, or regulations are usually tried by court-martial; such offenses, as a rule, lie not so much in the consequences of the act as in the defiance of authority. Offenses involving moral turpitude such as theft, forgery, rape, and murder invariably result in adjudication by naval court-martial.

When nonjudicial punishment is considered to be inadequate for an offense charged, the commanding officer may refer the case to one of three types of courts-martial. In ascending order of severity (punishment that may be awarded by the court) these are the summary, special, and general courts-martial.

#### Summary Court-Martial (SCM)

The function of a summary court-martial is to administer justice for relatively minor (noncapital) offenses promptly and through a simple procedure.

The jurisdiction of a summary court-martial extends only to enlisted personnel. An accused may object to trial by summary court-martial, in which case he may be ordered to trial by either special or general court-martial, whichever is appropriate.

A summary court consists of one commissioned officer, who is called the summary court officer, or simply the summary court. Whenever practicable, the summary court is an officer whose grade is equivalent to lieutenant in the Navy or above. (If the commanding officer is the only officer present, he is the summary court.)

#### Special Court-Martial (SpCM)

For offenses that warrant greater punishment than a summary court-martial can adjudge, a commanding officer may convene a special court-martial to try any enlisted person or officer in his command. The SpCM has jurisdiction to try anyone subject to the code for any noncapital offense made punishable by UCMJ as well as for certain capital offenses. The convening authority draws up a convening order that specifies the

## NONJUDICIAL PUNISHMENT

### OFFICER TABLE

| PUNISHMENT | C.O. BELOW LCDR | C.O. LCDR & ABOVE | FLAG IN COMMAND |
|---|---|---|---|
| ADMONITION OR REPRIMAND | YES | YES | YES |
| RESTRICTION TO LIMITS | 15 DAYS | 30 DAYS | 60 DAYS |
| ARREST IN QUARTERS | NO | NO | 30 DAYS |
| FORFEITURE OF PAY | NO | NO | [illegible] MONTHLY PAY FOR 2 MOS. |
| DETENTION OF PAY | NO | NO | ½ OF MONTHLY PAY FOR 3 MOS. |

### ENLISTED TABLE

| PUNISHMENT | C.O. BELOW LCDR ALL OIC• | C.O. LCDR AND ABOVE |
|---|---|---|
| ADMONITION OR REPRIMAND | YES | YES |
| RESTRICTION TO LIMITS | 14 DAYS | 60 DAYS |
| EXTRA DUTIES | 14 DAYS | 45 DAYS |
| CORRECTIONAL CUSTODY | 7 DAYS ON E-3 & BELOW | 30 DAYS ON E-3 & BELOW |
| CONFINEMENT ON B & W OR DR (SHIPBOARD PERSONNEL ONLY) | 3 DAYS ON E-3 & BELOW | 3 DAYS ON E-3 & BELOW |
| FORFEITURE OF PAY | 7 DAYS PAY | ½ OF MONTHLY PAY FOR 2 MOS. |
| DETENTION OF PAY | 14 DAYS PAY | ½ OF MONTHLY PAY FOR 3 MOS. |
| REDUCTION IN GRADE | 1 GRADE * | 1 GRADE * |

* IF THE GRADE FROM WHICH DEMOTED IS WITHIN THE PROMOTION AUTHORITY OF THE IMPOSING OFFICER OR ANY OFFICER SUBORDINATE TO HIM

PUNISHMENTS AUTHORIZED BY ARTICLE 15, UNIFORM CODE OF MILITARY JUSTICE, AS AMENDED BY PUBLIC LAW 87-648 AND AS LIMITED BY CHAPTER XXVI, MCM, AND SECTION 0101, JAG MANUAL.

95.3

Figure 2-1. — Authorized nonjudicial punishments.

time and place of meeting of the SpCM and indicates the composition of the court.

Special courts-martial consist :

1. Not less than three members; or
2. A military judge and not less than three members; or
3. Only a military judge, if one has been detailed to the court, and the accused, knowing the identity of the judge and after consultation with defense counsel, requests in writing a court composed only of a military judge, and the military judge approves.

### General Court-Martial (GCM)

A general court-martial is the highest military tribunal. It may be convened only by the President, the Secretary of the Navy, a flag officer in command of a unit or activity of the Navy or Marine Corps, the commanding officer of a naval station or larger shore activity beyond the continental limits of the United States, and such other officers as may be authorized by the President or SecNav.

A GCM has jurisdiction to try any person subject to the code for any offense made punishable by the code. It also may try anyone who by the law of war is subject to trial by a military tribunal.

A general court-martial consists of a military judge and not less than five members. The convening authority appoints a trial counsel and a defense counsel—both of whom are judge advocates, properly certified—as well as such assistants as he deems necessary. Note that the presence of a military judge is mandatory, as are the qualifications of counsel.

The president should not be below the grade of lieutenant; officers may be tried only by officers; warrant officers may be tried by officers and/or warrant officers; enlisted persons may be members under certain conditions; and, if possible, no member of the court should be junior to the accused.

### Demeanor on Witness Stand

As a Master at Arms, you undoubtedly will be called upon sometime to testify in court. Remember that a court expects a more precise account from a patrolman (civil or military) than from other witnesses. The following suggestions are offered to help you conduct yourself so that you will feel at ease and can direct all your efforts toward presenting your testimony:

1. Wear the proper uniform.
2. Be punctual.
3. Remain calm; don't permit yourself to be confused or upset.
4. Tell the truth; don't conceal any facts concerning inquiries about the case.
5. You can testify only to what you yourself know to be fact. Hearsay is secondhand information; it is not what you know personally, but what someone else told you. Scuttlebutt is an example of hearsay.
6. Tell your story in your own way. Use language that is plain and within the everyday experience and vocabulary of the members of the court or jury. Speak slowly, clearly, and distinctly. Always try to convey thoughts or pictures (not just words) to the court.
7. If you make a mistake, no matter how slight, correct it. This method may save you much embarrassment later, if the testimony of other witnesses differs from yours.
8. Your attitude toward the court should always be gentlemanly and respectful. Do not regard as an enemy the lawyer who cross-examines you.
9. Remember: There is no hurry; take your time while testifying. The judge and jury (or the members of a court-martial) are anxious to hear what you have to say. They need all the information you can give.
10. Limit your answers to the questions asked; do not volunteer information. Don't talk too much.
11. Keep your wits about you, so that you won't make mistakes and get fouled up on cross-examination. The opposing lawyer probably will make you repeat your testimony, hoping you will contradict or discredit your earlier statements. Know the facts, testify to them, and do not change your testimony.
12. Before you appear in court, carefully review what you know about the case, run over the facts, and mentally arrange them in proper sequence. As a result, you will be more confident of your ability to do a good job.

## MASTER AT ARMS DUTIES AT MASTS, COURTS-MARTIAL AND COURTS OF INQUIRY

There are no set procedures for Master at Arms duties at masts, courts-martial or courts of inquiry. Usually each command sets its own procedures and directives for personnel assigned to such duty.

The following are some of the duties you may encounter and with which you should be familiar.

You may be assigned duties of guarding military prisoners in court. When performing this duty, station yourself in a position so that you can observe the prisoner at all times and close enough to the prisoner to prevent him from injuring himself or others. You may also be required to ensure that the presence of the accused, witnesses, and interested parties are present. There may be times you will be stationed outside the courtroom, summoning witnesses. In either instance, remain alert and ensure that quiet is maintained in the immediate area.

Prisoners being tried may be delivered in handcuffs if circumstances warrant. If so, the cuffs are removed during the proceedings.

Upon completion of the court and depending upon the sentence awarded, the MA may take charge of the accused immediately upon sentencing.

Arrangements for the location of witnesses and the placement of the Master at Arms should be coordinated with the trial counsel. If you are stationed in the court, you remain covered if under arms.

## CIVIL COURT LIAISON

Depending on the size, location, and number of cases handled, Master at Arms may be assigned to civil court, to establish and maintain a good working relationship between Armed Forces personnel and civilian law enforcement agencies and the court.

Duties of civilian court liaison are to:

1. Learn of civilian offenses committed by military personnel, using all available resources.
2. Initiate reports as required, e.g., original reports on cases not reported to the patrol section plus needed supplemental reports.
3. Maintain a working file on each open case; ensure the destruction of each working file as a case is closed.
4. Place military detainers on service personnel confined by civil authorities who have military charges pending.
5. Attend sessions of criminal and traffic courts whenever military offenders are tried and provide assistance to civil court and law enforcement personnel.
6. Accept custody of military personnel released by civil authorities and make appropriate disposition.
7. Receive Government property confiscated by, recovered by, or turned over to civil authorities and forward to the Chief of the Watch for further disposition using DA Form 19-31 (Chain of Custody).
8. Obtain court records, transcripts, criminal records, reports, etc., as directed.
9. When requested, assist military legal officers in obtaining civil testimony and other evidence for legal purposes, and aid civil law enforcement agencies in obtaining the release to civil custody of military personnel charged with civil offenses or requested as witnesses in civil cases, provided such requests are processed according to existing regulations.

Court liaison personnel do not offer legal advice or recommend any lawyer or bondsman.

You may be assigned within the liaison section to confinement. Personnel assigned to confinment liaison are to:

1. Interview each military member confined in civil facilities a minimum of once a month.
2. Maintain a current list of military personnel in civil confinement that shows: place of confinement, how long in jail, and last time he was visited.
3. Keep concerned units advised of the status of those in civil confinement.
4. Act as liaison between individuals in confinement and the military.
5. Maintain a written record of visits made, units notified, etc.

## STATUS OF FORCES AGREEMENTS

The purpose of status of forces agreements is to define the status of the forces of one country when stationed in the territory of another. As has been pointed out, the development of collective defense in peacetime requires that forces of various countries which form part of the integrated force for the defense of the North Atlantic Treaty Area be stationed in the territory of another treaty country. They must also be free to move from one country to another in accordance with the demands of strategy. It is essential, therefore, that there be uniformity of arrangements and procedures governing the status of such forces in countries other than their own and their relationship to the civilian authorities. Status of Forces Agreements, accordingly, undertake to regulate this relationship by: (1) guaranteeing the Armed Forces adequate legal protection without at the same time infringing on the authority of the military command; and (2) by fully recognizing the peacetime rights and responsibilities of the civilian authorities in the host countries.

The agreements in effect apply to personnel belonging to the land, sea, and air armed services as well as civilian personnel accompanying a force. In article II of the NATO Status of Forces Agreement there is set forth the basic principle which is to be observed by a force in a country other than its own, namely:

> "It is the duty of a force and its civilian component and the members, thereof as well as their dependents to respect the law of the receiving State, and to abstain from any activity inconsistent with the spirit of the present Agreement, and in particular, from any political activity in the receiving State. It is also the duty of the sending State to take necessary measures to that end."

### Jurisdictional Arrangements

How have the jurisdictional arrangements of the status of forces agreement worked out in practice? First of all, there is the question of fairness of trial. When we object, on general principles, to trial of United States personnel in foreign courts, invariably we do so for one reason. We feel that a member of our forces, tried in a foreign court, under a different legal system, and in a language he does not understand, may not receive a fair trial.

In considering the question of fairness, there are two basic points to be observed. First, the effect of a status of forces agreement is not to grant jurisdiction to foreign courts over American defendants in cases where those courts would not otherwise have jurisdiction. On the contrary, the agreement gives the United States the primary right to exercise concurrent jurisdiction in some cases. In the other cases of concurrent jurisdiction, the agreement expressly provides mechanics for, and thereby encourages, waiver of jurisdiction by the foreign courts over offenses which would otherwise be triable before them. In contemplating the position of an American serviceman brought to trial in a foreign court, it is easy to allow concern for his situation to obscure the fact that, but for status of forces agreements, many more such defendants would find themselves in the same position. It would be both a misunderstanding of the law and a great disservice to this class of defendants to condition the conclusion of such agreements upon our complete satisfaction with the foreign criminal procedures.

Secondly, since there is, in effect, a yielding of jurisdiction to our military courts by the other parties to the status of forces agreements, we are not in a position to exact the additional requirement that those American defendants who are tried by foreign courts be tried under our country's own criminal procedure. We cannot expect to obtain agreements that contemplate substantial concessions as to criminal jurisdiction by a foreign country for offenses committed within its territory and, at the same time, to obtain guarantees of procedural safeguards in its courts beyond those available to its own citizens.

Military commanders of overseas commands have reported throughout that the jurisdictional arrangements in the countries under their responsibility have worked well in practice and have had no adverse effect upon the military mission of the Armed Forces, or the morale and discipline of its members.

The foregoing description of the most important aspects of status of forces agreements should be sufficient to impress each MA assigned to duty overseas with the necessity of having at least a working knowledge of its provisions. Not only must you remember at all times that you are a guest in a foreign country and subject to that country's laws and procedures, but also remember that whatever privileges any serviceman possesses, as compared with the ordinary visitor or tourist in that country, he possesses only by the special consent of the host country. Only by giving thought to his mission as a member of the military forces of the United States will he understand why the host country permits him to drive on his United States driver's permit; why he does not have to pay any customs duty or taxes when taking all his household goods and personal belongings, including his car into a foreign country; why he can enter and leave the country on his military orders alone, and does not need a passport or visa; why he is exempt from foreign taxes on his property and salary, while he can spend his money freely in the foreign country.

Lastly, he must remember that as a guest in a foreign country he is subject to that country's criminal law and procedure, and may find himself on trial before a foreign court for violating that law. Only by the consent of the host country, as embodied in status of forces agreements, and not as a matter of absolute right, can he be tried by the courts of his own services for offenses committed on foreign soil.

To illustrate the general form and scope of the many agreements, the NATO Status of Forces Agreement is printed in appendix 2, Military Requirements for Petty Officer 1 & 6, NAVPERS 10057-C.

# CHAPTER 3

# SMALL ARMS

There are two handguns in general use by the Navy—the .45-caliber automatic pistol and the .38-caliber Smith and Wesson revolver. The former has for many years been the standard service weapon used by sentries, watchstanders, and members of ship's landing parties. In many areas, although the .45 is still a standard small arm, it has been or is being replaced by the .38, in part because of the revolver's lighter weight. Handguns are characterized by their short ranges and small magazine capacities. The purpose of a handgun generally is defensive in nature.

In addition to going into detail on the .45 and .38-caliber weapons, this chapter discusses the Remington M870 shotgun, which may be issued as a riot-type weapon, and touches on precautions in the use of flares.

## SMALL ARMS SAFETY PRECAUTIONS

Every gun should be considered loaded until proven otherwise by examination; never trust your own or anyone else's memory in this respect. To think a gun is unloaded can be fatal. Be positive.

Never point a firearm at anyone or anything you do not intend to shoot, or in any direction where accidental discharge might do harm. When checking operation or releasing spring tension, point the weapon upwards or in some safe direction before pressing the trigger. Never place the finger inside the trigger guard unless ready to fire.

Do not work on a weapon you do not thoroughly understand. Ask a senior ordnanceman or other qualified personnel to instruct you if possible; otherwise refer to the proper technical publication. Never use force in disassembling and assembling small arms. They are all so constructed that undue force is unnecessary if parts are properly assembled or removed.

Safety features should be frequently tested for proper functioning. For obvious reasons, an inoperative safety device is more dangerous than no safety device at all.

In weapons with detachable magazines, always remove the magazine as the first step in unloading or clearing a stoppage. It should be noted that in all magazine-fed weapons the shape, position, and condition of the magazine lips are extremely critical, and if dented will interfere with proper feeding of the cartridge into the chamber. The majority of stoppages in magazine-fed weapons is due to faulty magazines; consequently, care must be taken when handling them not to cause damage.

Before loading ammunition into the weapon, check for dirt, oil, grease, malformation, loose bullets, or other defects.

Check the bore prior to firing to be sure it is free of foreign matter or obstructions. If during firing there is any indication of misfire or weak charge, make sure the bullet is not lodged in the bore. An obstructed bore will cause a serious accident when the next round is fired.

To minimize danger from hangfire, wait 10 seconds after a misfire, then clear the weapon quickly. If the weapon cannot be cleared quickly and the barrel is hot, DANGER OF COOKOFF EXISTS. Leave the round in the chamber, point the weapon in a safe direction, and allow it to cool before removing the misfired round.

### SPECIAL PRECAUTIONS FOR PISTOLS AND REVOLVERS

Automatic pistols in the hands of inexperienced or careless persons are largely responsible for the saying "It's always the unloaded gun that kills." It is a fact that many accidental deaths and injuries are due to a mistaken belief that removing the magazine of a pistol (or other magazine-fed weapon) is all that is necessary to unload it. To completely unload a pistol or other magazine-fed weapon and render it safe to handle, it is necessary to not only remove or empty the magazine, but also to make certain the chamber is empty. The only way this can be done, when handling the caliber .45 pistol, is to pull back the slide and inspect the chamber either visually or by feel if it is dark. This should be done after the magazine is removed, and with the muzzle pointed upward. Of course, if the chamber is loaded, the round will be extracted and ejected when the slide is operated. "I didn't know it was loaded" is never an excuse for the accidental discharge of a weapon.

When handling revolvers, a simple visual inspection is sufficient to determine if any chambers in the cylinder are loaded.

Keep hammer fully down when pistol or revolver is not loaded.

When the pistol is cocked, keep the safety lock in the ON position until ready to fire.

Let's review briefly some of the safety precautions that apply to the handling of all small arms:

1. Never point a weapon at anyone unless you intend to use it.
2. Unless the weapon is to be used immediately never carry it with a round in the chamber.
3. Unless you are about to fire it, the safety of every small-arms weapon must be ON.
4. Consider a gun loaded until you yourself have opened the chamber and verified that it is empty.
5. Before firing any weapon, be sure that there are no obstructions in the bore.
6. Before firing any weapon, be sure the ammunition you are using is the right ammunition. For example, the caliber .30 carbine cannot use standard rifle ammunition. Nor should you try to use Very signals with shotguns, even though they look much like shotgun shells.
7. Before firing, be sure there is no grease or oil on the ammunition or in the bore or chamber. Although lead bullets may be lightly waxed or greased, there must never be any lubricant on the cartridge case. Lubricant on the case or chamber is particularly bad because, upon firing, the case slips backward, causing a dangerously heavy thrust against the bolt.
8. Keep ammunition dry and cool. Keep it out of the direct rays of the sun. Keep ammunition clean, but do not polish it or use abrasives on it. Do not attempt to use dented cartridges, cartridges with loose bullets, or cartridges eaten away by corrosion. Be particularly careful with tracer ammunition, which can ignite spontaneously if damp.
9. Misfires and hangfires can occur with small-arms ammunition as well as with other types. On some weapons like the automatic pistol, the line-throwing gun, the Springfield rifle, the hammer-type shotgun, and a few others, you can recock and attempt to fire again without opening the breech. If after a couple of tries this proves unsuccessful, or if the weapon cannot be recocked without opening the bolt, wait at least 10 seconds, then open the bolt and eject the defective round. Defective small-arms ammunition should be disposed of in accordance with current regulations. It is prohibited to force out a bullet by firing another bullet.

   A misfire with blank cartridges may leave unburned powder deposited in the bore; always check the bore after any misfire and clean if necessary.
10. Guard against blowback. In this connection, blowback refers to leakage of high-pressure gases to the rear around the closed bolt. It can be caused either by excessive wear of the bolt or chamber, by obstructions that foul the bore, or by both. Blowback can be avoided by gaging and checking your weapons regularly and replacing worn parts as indicated, and by checking (see No. 5) to be sure that there are no obstructions in the bore.

## .38 CALIBER SMITH AND WESSON REVOLVER

This weapon (fig. 3-1) has about the same maximum and effective ranges as the .45 cal. automatic—1600 yards and 50 yards, respectively. Figure 3-2 shows the revolver disassembled to the extent usually required for normal care.

### OPERATION

To load the revolver, uncock the hammer, swing out the cylinder by pushing forward on the thumbpiece and applying a little pressure on the right side of the cylinder. Do not flip the cylinder sharply because this may cause the crane (#16, fig. 3-2) to be bent, throwing the cylinder out of timing. Insert a round in each of the cylinder's 6 chambers, and swing the cylinder back into position. The weapon is now loaded and ready to be fired.

The revolver can be fired by single or double action. For single action firing, pull the hammer back with the thumb to the full-cock position for each round. This action also rotates the cylinder. The sear holds the hammer in the cocked position until released by the trigger. In double action firing, pulling the trigger causes the hammer to be raised to nearly its full-cock position. The

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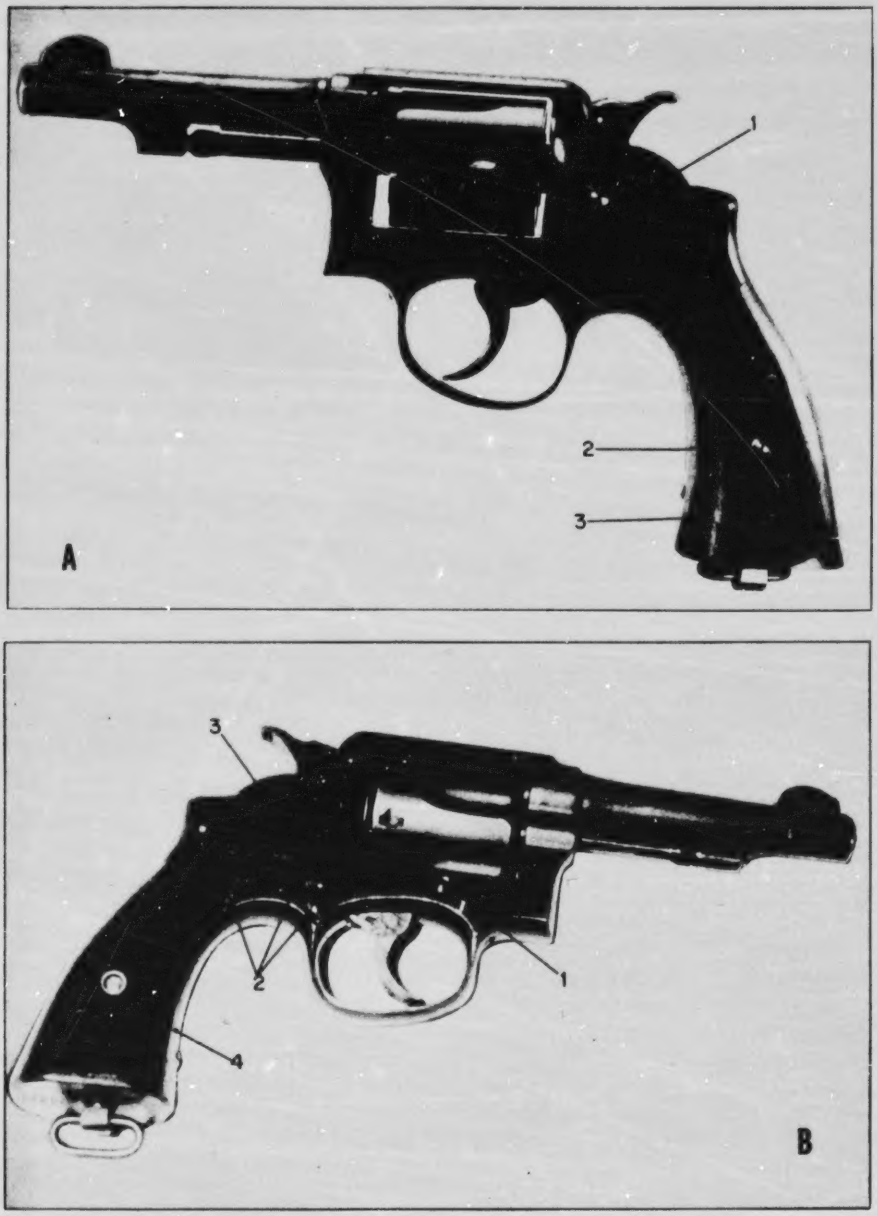
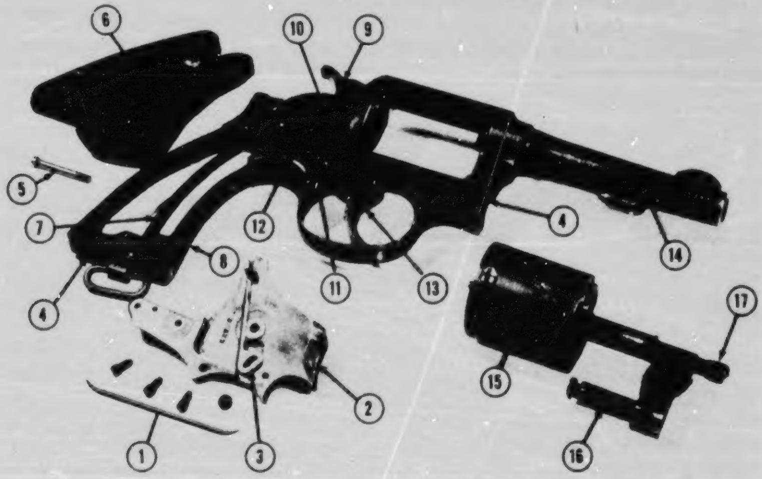


84.241

Figure 3-1.–Smith and Wesson revolver, caliber.38 special. A. left side: 1. Thumbpiece (cylinder release). 2. Stock screw. 3. Stock. B. Right side: 1. and 2. Sideplate screws. 3. Sideplate. 4. Stock.



84.241.3

Figure 3-2.—Smith and Wesson revolver, caliber. 38; right side view with cylinder and ejector group, side plate, and stocks removed. 1. Sideplate screws. 2. Sideplate. 3. Hammer block. 4. Frame. 5. Stock screw. 6. Stocks. 7. Mainspring. 8. Mainspring strain screw. 9. Hammer. 10. Sear. 11. Rebound slide. 12. Hammer block pin. 13. Trigger. 14. Barrel. 15. Cylinder. 16. Crane or yoke. 17. Ejector plunger.

hammer strut then escapes the trigger, and the spring-loaded hammer falls and strikes the cartridge. In double action firing, the cylinder is rotated by pulling the trigger. Since it requires slightly less trigger pull for single action, this method should produce better accuracy.

Empty cartridges are ejected by swinging the cylinder to the left and pushing the ejector plunger toward the rear of the cylinder.

There are two built-in safeties—hammer block and the rebound slide. The hammer block prevents the hammer from going far enough forward to strike the cartridge primer when both the hammer and trigger are in the forward or uncocked position. Thus, if the revolver were dropped or otherwise struck on the hammer, the round would not fire. The rebound slide actuates the hammer block to prevent the hammer from traveling far enough to strike the primer should the hammer slip from the thumb while being manually cocked.

## DISASSEMBLY OF THE REVOLVER

To disassemble the revolver:

1. Push forward on the thumb piece (fig. 3-1A) which actuates the cylinder latch, and swing the cylinder to the left. With a small screwdriver remove the sideplate screw (#1 in fig. 3-1B) located directly under the cylinder. This screw retains the crane (or yoke) of the cylinder and ejector group.
2. Remove the cylinder and extractor group by pulling the cylinder forward.
3. Remove the three remaining sideplate screws (#2 fig. 3-1B).
4. Remove the sideplate. Do not pry the sideplate off. Use a wooden handle to tap the plate and frame until the sideplate loosens from the seating.
5. Remove the stock screw and lift off the stocks.

The disassembled weapon is shown in figure 3-2.

## CLEANING AND LUBRICATING THE REVOLVER

Before reassembling, wipe off all old oil and dirt with a dry lint-free rag. Run dry patches through the bore until several patches come out clean. Run a lightly oiled patch through the bore and chambers. Put a light coat of oil over all metal parts on your weapon, being careful not to trap perspiration off your fingers under the oil, where it can start to rust.

## ASSEMBLING THE REVOLVER

To assemble the weapon, first remove the hammer block (#3 in fig. 3-2) from the sideplate.

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Place the hole in the hammer block over the hammer block pin (#12 in fig. 3-2) so that the "L" projection of the hammer block fits between the hammer and frame. The remaining parts are installed following the reverse order of disassembly.

## .45 CALIBER AUTOMATIC PISTOL

The caliber .45 pistol M1911A1 (fig. 3-3) is a recoil-operated, semiautomatic, magazine fed, self-loading handgun with fixed sights. It is often called an "automatic pistol," but it is a true semiautomatic weapon. The magazine holds seven rounds when fully loaded; one round is fired with each squeeze of the trigger. Rifling in the barrel is left hand twist (the only Navy weapon with left hand rifling). Empty, the pistol weighs approximately 2-1/2 pounds. It has a maximum range of a little over 1600 yards, and an effective range (in the hands of troops) of about 50 yards.

### DISASSEMBLY OF THE PISTOL

Care of the pistol includes daily preventive maintenance, prefiring cleaning, and postfiring cleaning. The pistol need not be disassembled for daily maintenance but should for prefiring and postfiring cleaning.

There are two phases of disassembly, general disassembly (field stripping) and detailed disassembly. General disassembly is the disassembly necessary for normal care and cleaning and after the weapon has been fired. This chapter does not get into detailed disassembly.

Prior to performing any work on the pistol (see fig. 3-4):

1. Press the magazine catch and remove the magazine.
2. Pull the slide to the rear and inspect the chamber to see that the weapon is clear. Press down on the slide stop and allow slide to move forward. Press the safety lock upward to the SAFE position.

Then perform the following steps:

3. Press down on the recoil spring plug and turn the barrel bushing 1/4 turn clockwise. Allow the recoil spring to expand slowly, under control, to prevent injury or loss of the part. Turn the recoil spring plug counterclockwise and remove it from the recoil spring.
4. Press the safety lock downward to the FIRE position. Push the slide to the rear until the disassembly notch is alined with the rear projection on the slide stop. Press the protruding end of the slide stop pin with the right forefinger and pull out the slide stop.
5. Pull the receiver rearward to separate it from the slide.
6. Remove the recoil spring guide and recoil spring. Separate the two parts with a twisting action.
7. Remove the barrel bushing by turning it counterclockwise and pulling it from the slide.
8. Push the barrel link forward and remove the barrel from the front end of the slide. This completes general disassembly (fig. 3-5).

To assemble, replace parts in reverse order of disassembly as shown in figure 3-6. To test the pistol for correct assembly, depress safety lock, pull the slide fully to the rear and release it by pushing down on the slide stop; the hammer should remain cocked. Hold the pistol with a normal grip, depress the grip safety, and pull the trigger. The hammer should fall.

### CLEANING AND LUBRICATING

The procedure for cleaning and lubricating the pistol are the same as for the .38 caliber S&W.

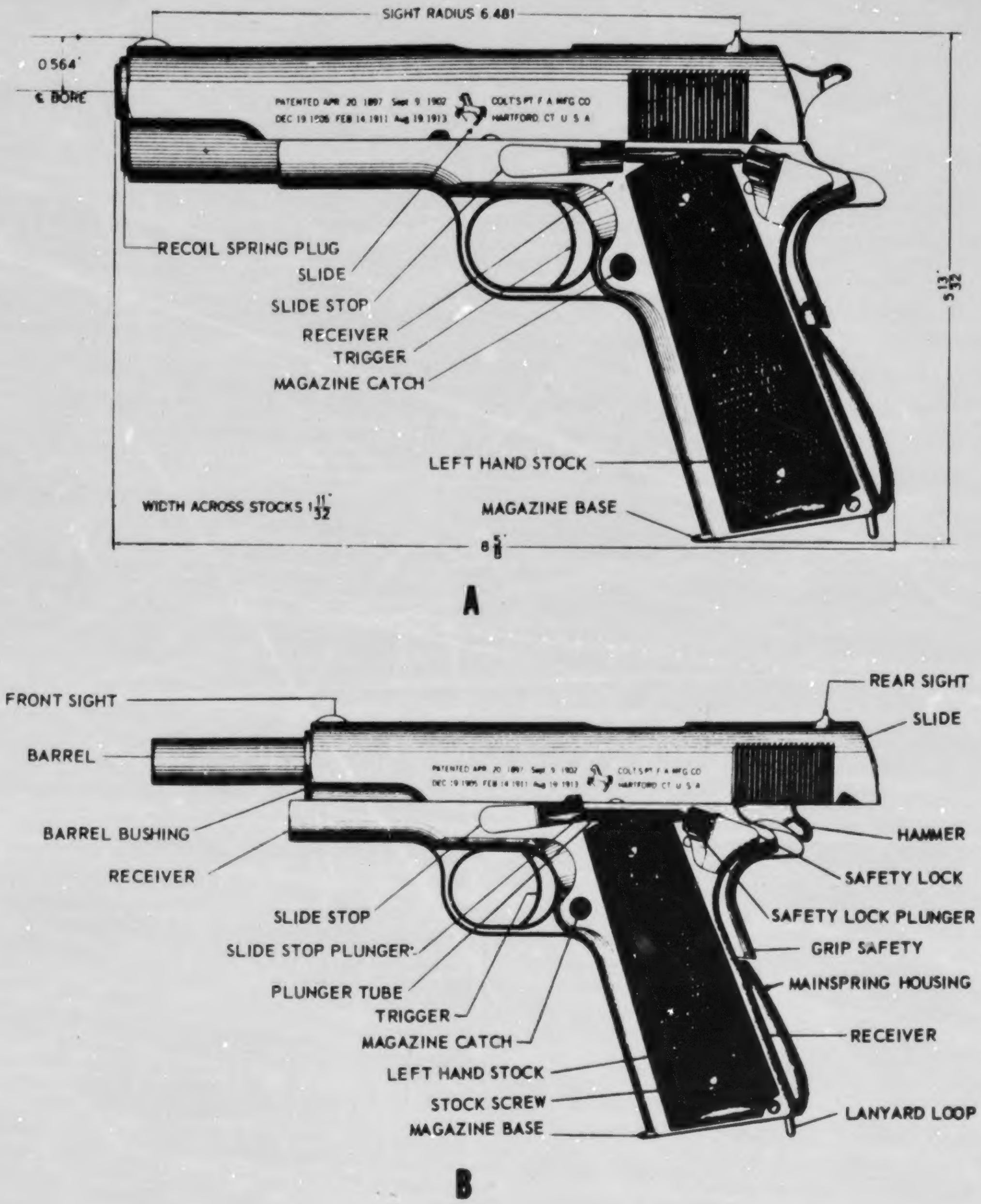
### .45 CALIBER PISTOL SAFETIES

There are four safety devices on this pistol. The two manual safeties are the safety lock (sometimes called the thumb safe) and the half-cock notch. The two automatic safeties are the grip safety and the disconnector. Although the disconnector is classed as a safety, it is not considered a positive safety as are the three safeties mentioned above since it is designed to cause the pistol to fire semiautomatic fire and cannot be controlled by the shooter.

The safety lock positively locks the slide in the forward position. In addition, a stud on the safety lock (fig. 3-7A) blocks the shoulders of the sear to prevent any movement of the sear out of the full-cock notch of the hammer.

The half-cock notch is the notch just above full-cock notch. It has a lip which prevents movement of the sear from that notch when pressure is applied to the trigger. (See fig. 3-7B).

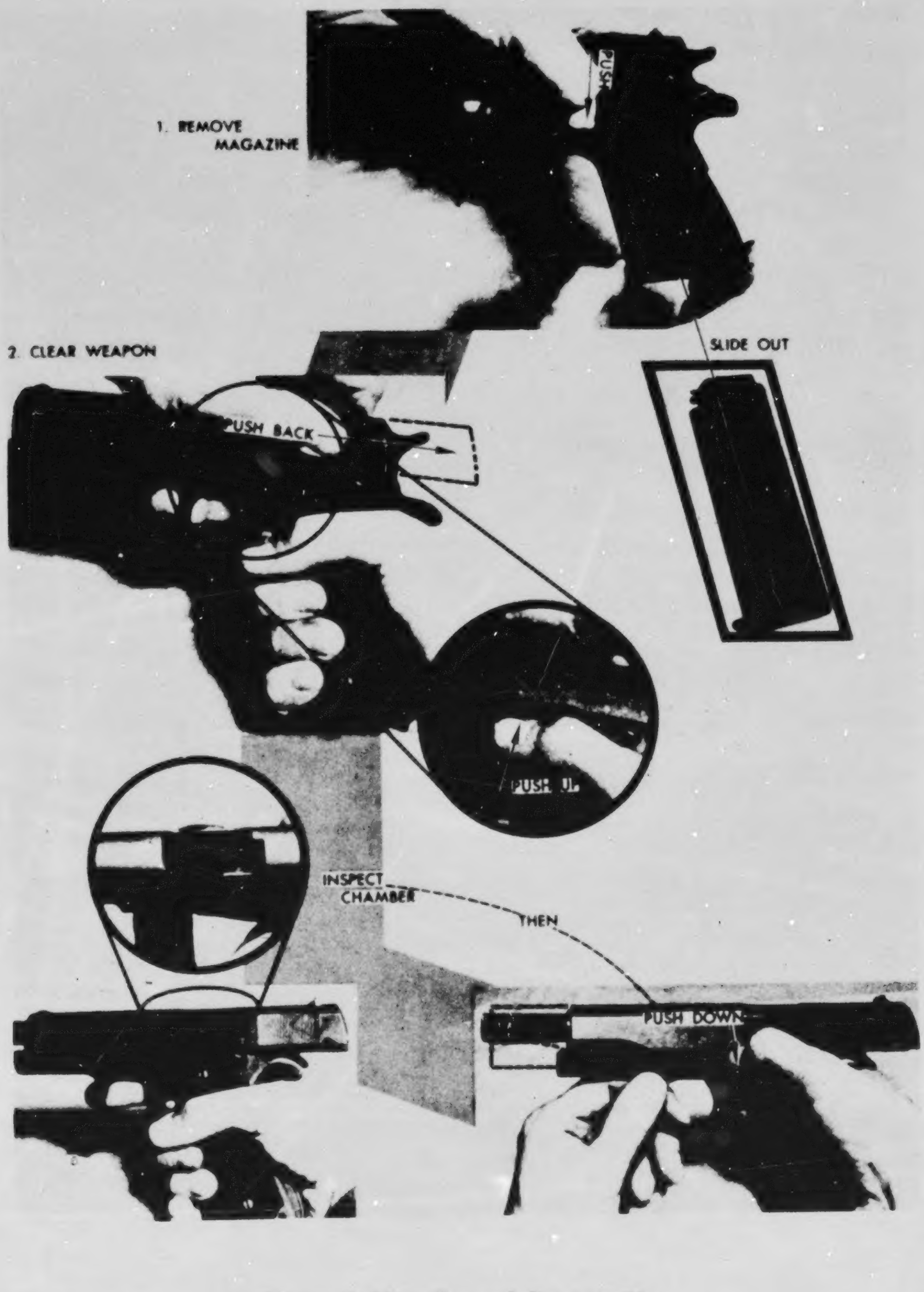
The grip safety (fig. 3-8A) indirectly stops any movement of the sear by blocking trigger movement. If the trigger cannot be actuated, the sear cannot move, and the hammer will not fall.


SIGHT RADIUS 6.481
0.564"
℄ BORE
PATENTED APR. 20. 1897 Sept. 9. 1902 DEC. 19. 1905 FEB. 14. 1911 Aug. 19. 1913
COLT'S PT. F. A. MFG. CO. HARTFORD. CT. U. S. A.
RECOIL SPRING PLUG
SLIDE
SLIDE STOP
RECEIVER
TRIGGER
MAGAZINE CATCH
$5\frac{13}{32}$"
LEFT HAND STOCK
WIDTH ACROSS STOCKS $1\frac{11}{32}$"
MAGAZINE BASE
$8\frac{5}{8}$"
A
FRONT SIGHT
BARREL
BARREL BUSHING
RECEIVER
SLIDE STOP
SLIDE STOP PLUNGER
PLUNGER TUBE
TRIGGER
MAGAZINE CATCH
LEFT HAND STOCK
STOCK SCREW
MAGAZINE BASE
REAR SIGHT
SLIDE
HAMMER
SAFETY LOCK
SAFETY LOCK PLUNGER
GRIP SAFETY
MAINSPRING HOUSING
RECEIVER
LANYARD LOOP
B

17.42

Figure 3-3.—Automatic pistol, caliber .45, M1911A1. A. Slide closed. B. Slide open.

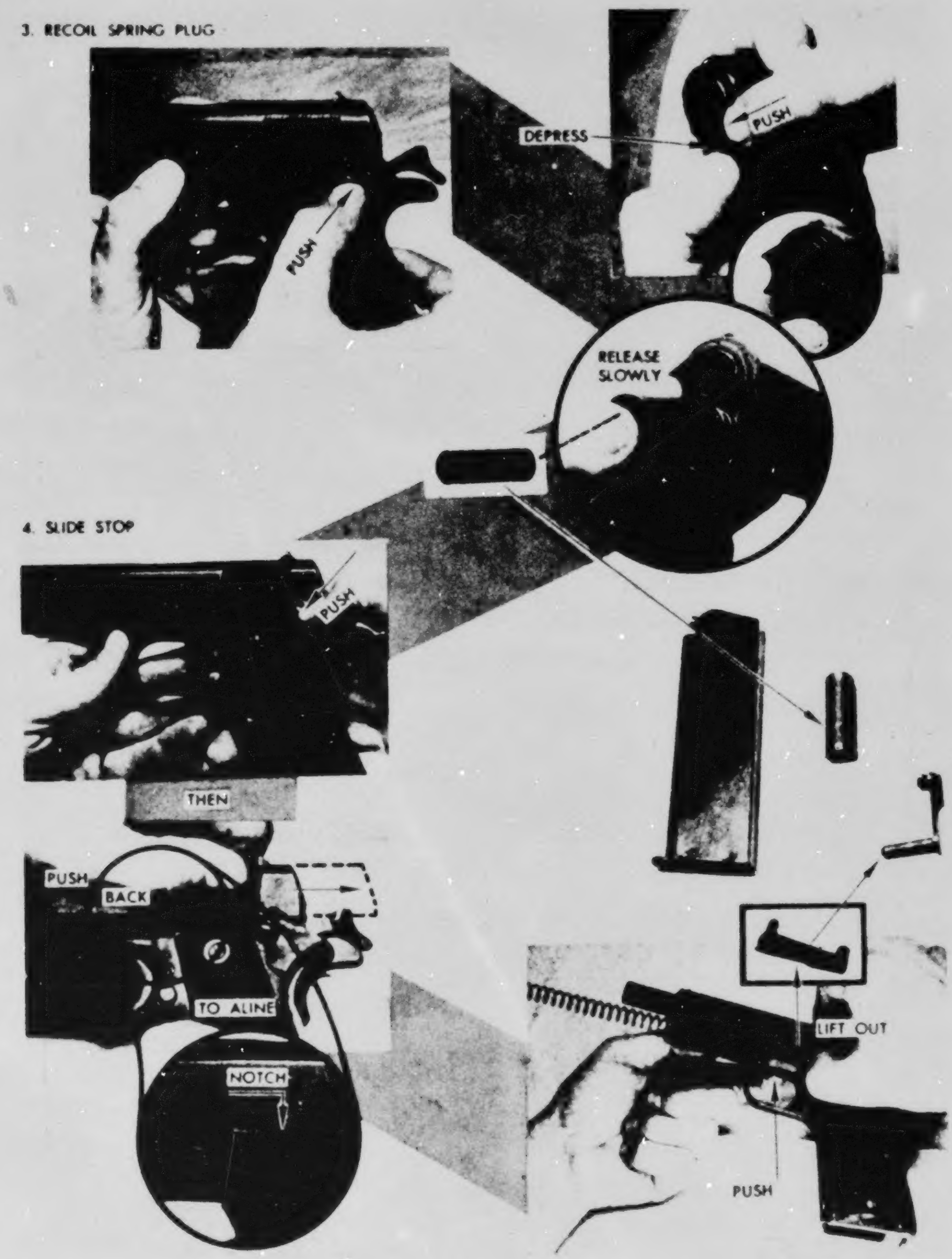
48


1. REMOVE MAGAZINE
PUSH
SLIDE OUT
2. CLEAR WEAPON
PUSH BACK
PUSH UP
INSPECT CHAMBER
THEN
PUSH DOWN

193.3

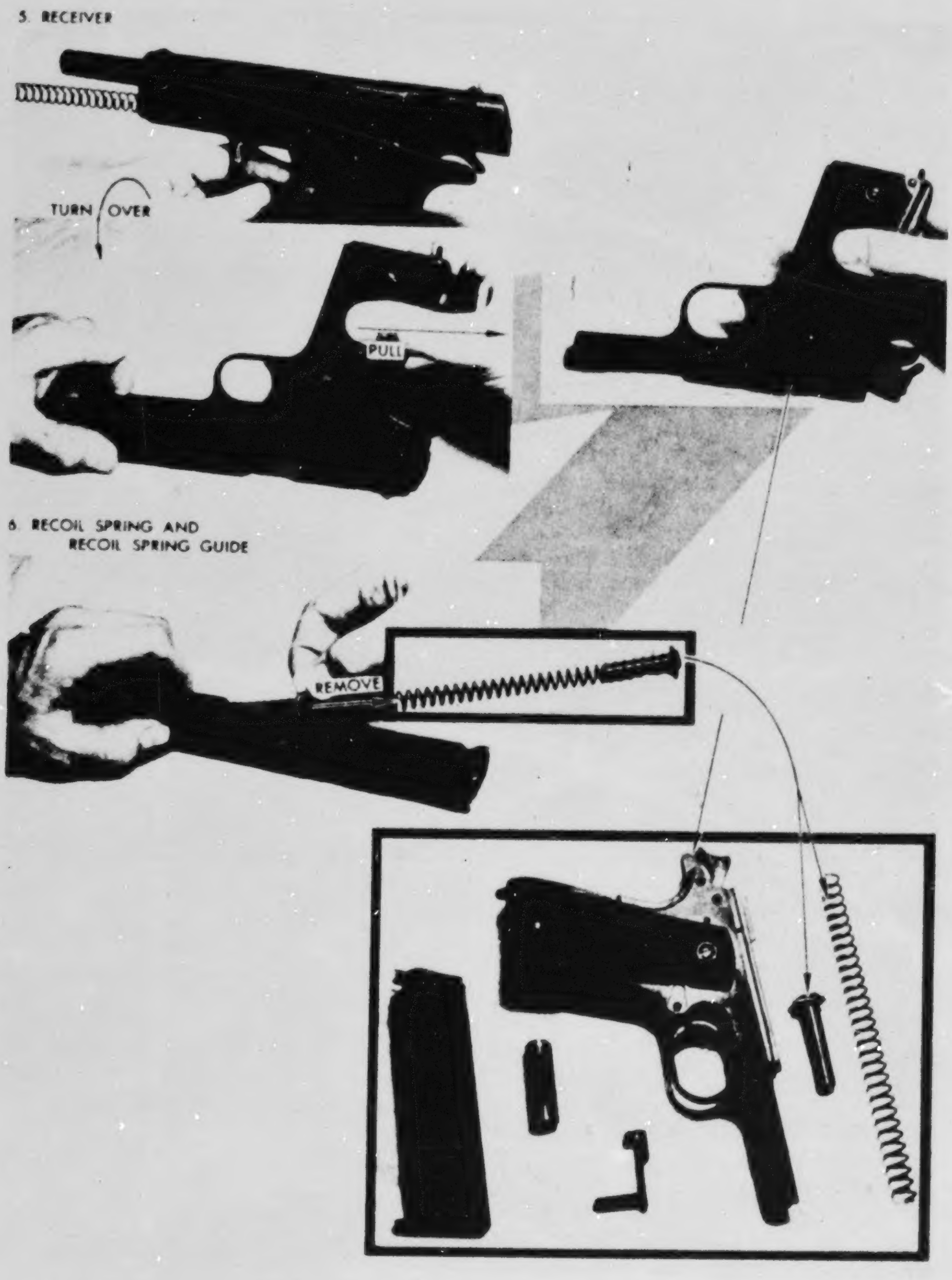
Figure 3-4A. — General disassembly.

49


3. RECOIL SPRING PLUG
PUSH
DEPRESS
PUSH
RELEASE SLOWLY
4. SLIDE STOP
PUSH
THEN
PUSH
BACK
TO ALINE
NOTCH
LIFT OUT
PUSH

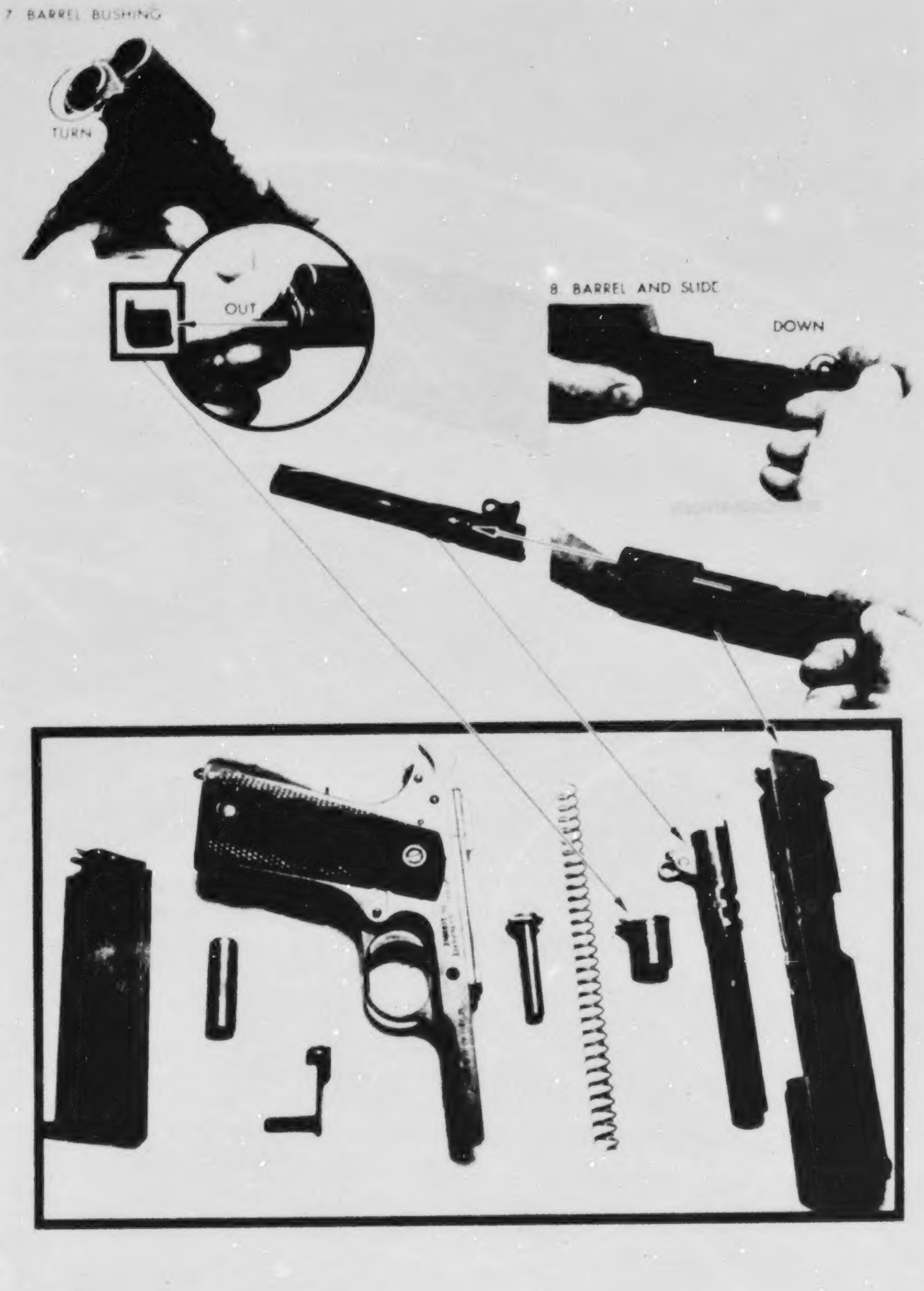
193.3.1

Figure 3-4B.—General disassembly (continued).


5. RECEIVER
TURN OVER
PULL
6. RECOIL SPRING AND
RECOIL SPRING GUIDE
REMOVE

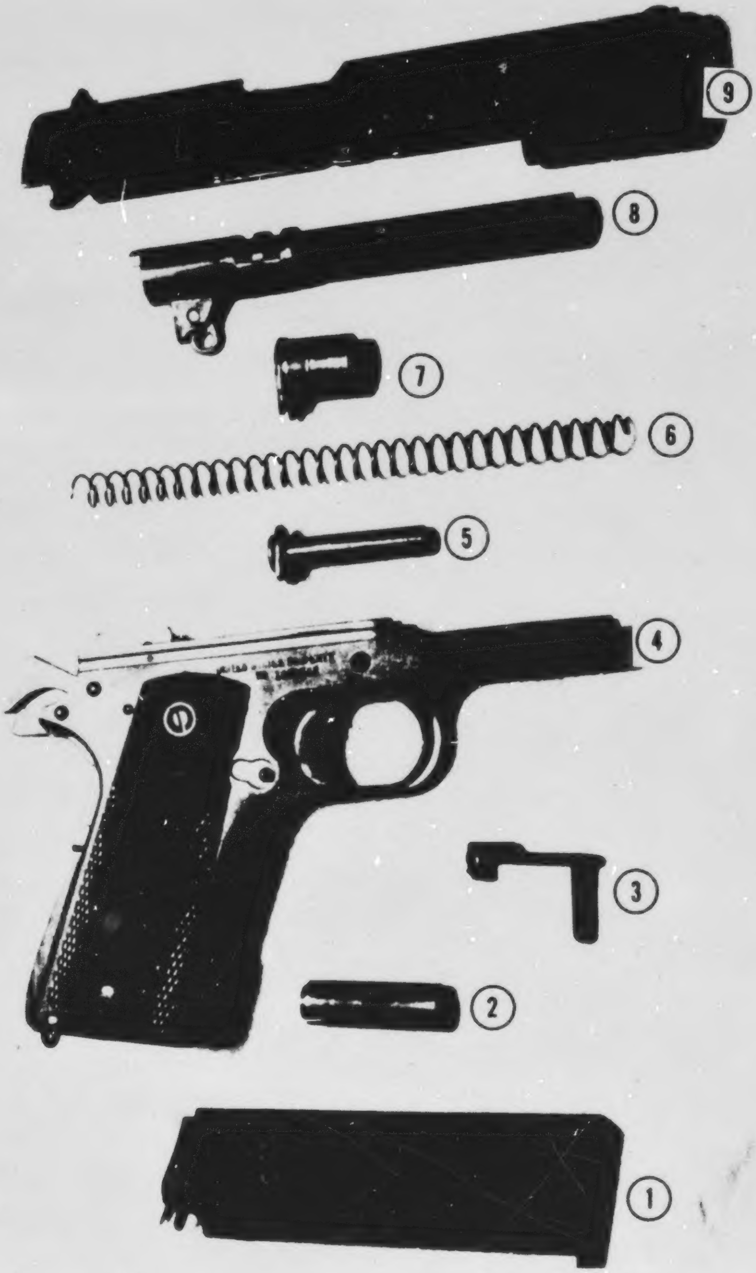
193.3.2

Figure 3-4C. — General disassembly (continued).


7. BARREL BUSHING
TURN
OUT
8. BARREL AND SLIDE
DOWN

193.3.3

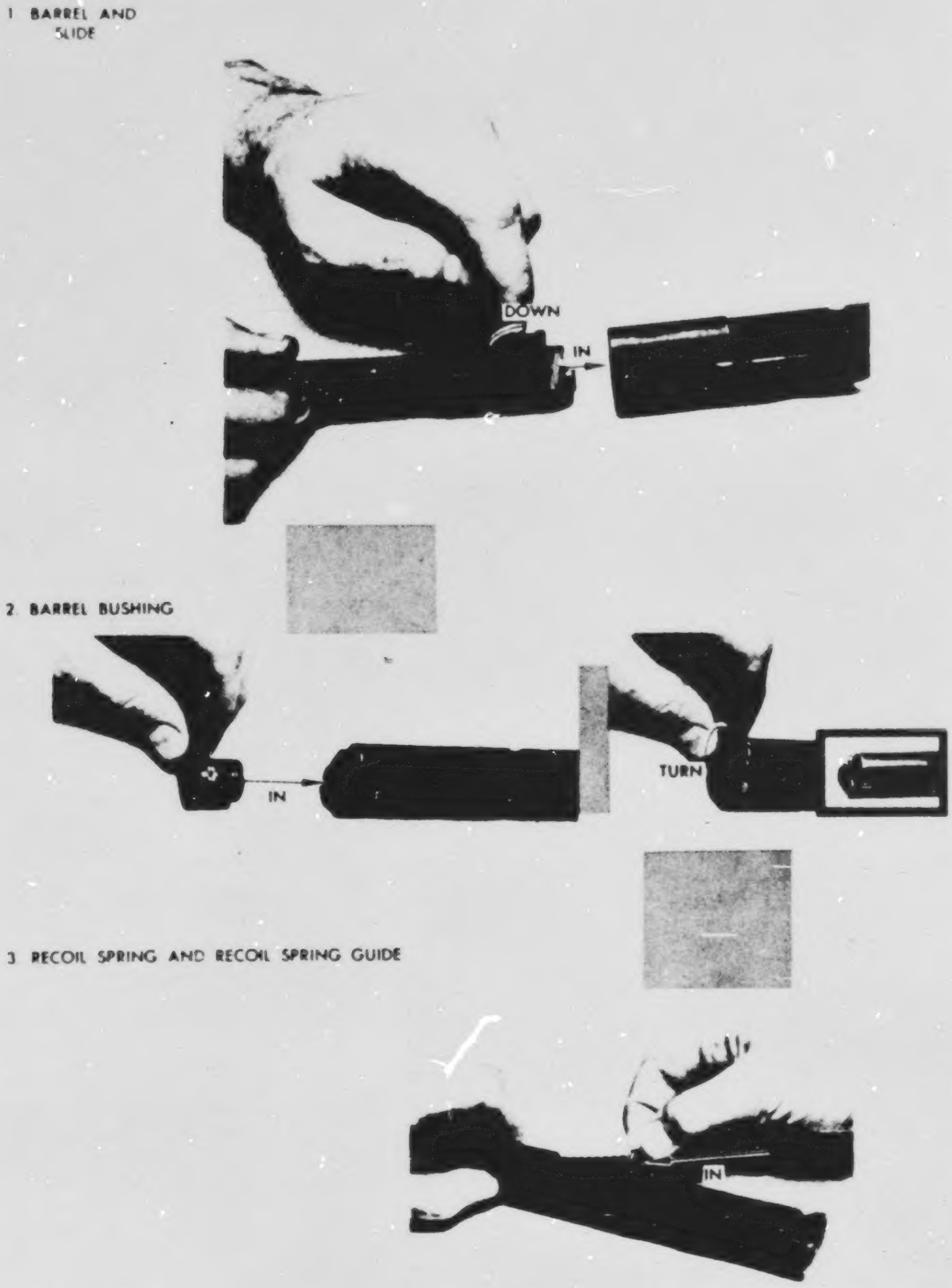
Figure 3-4D.—General disassembly (continued).



1. MAGAZINE ASSEMBLY
2. RECOIL SPRING PLUG
3. SLIDE STOP
4. RECEIVER GROUP
5. RECOIL SPRING GUIDE
6. RECOIL SPRING
7. BARREL BUSHING
8. BARREL
9. SLIDE GROUP

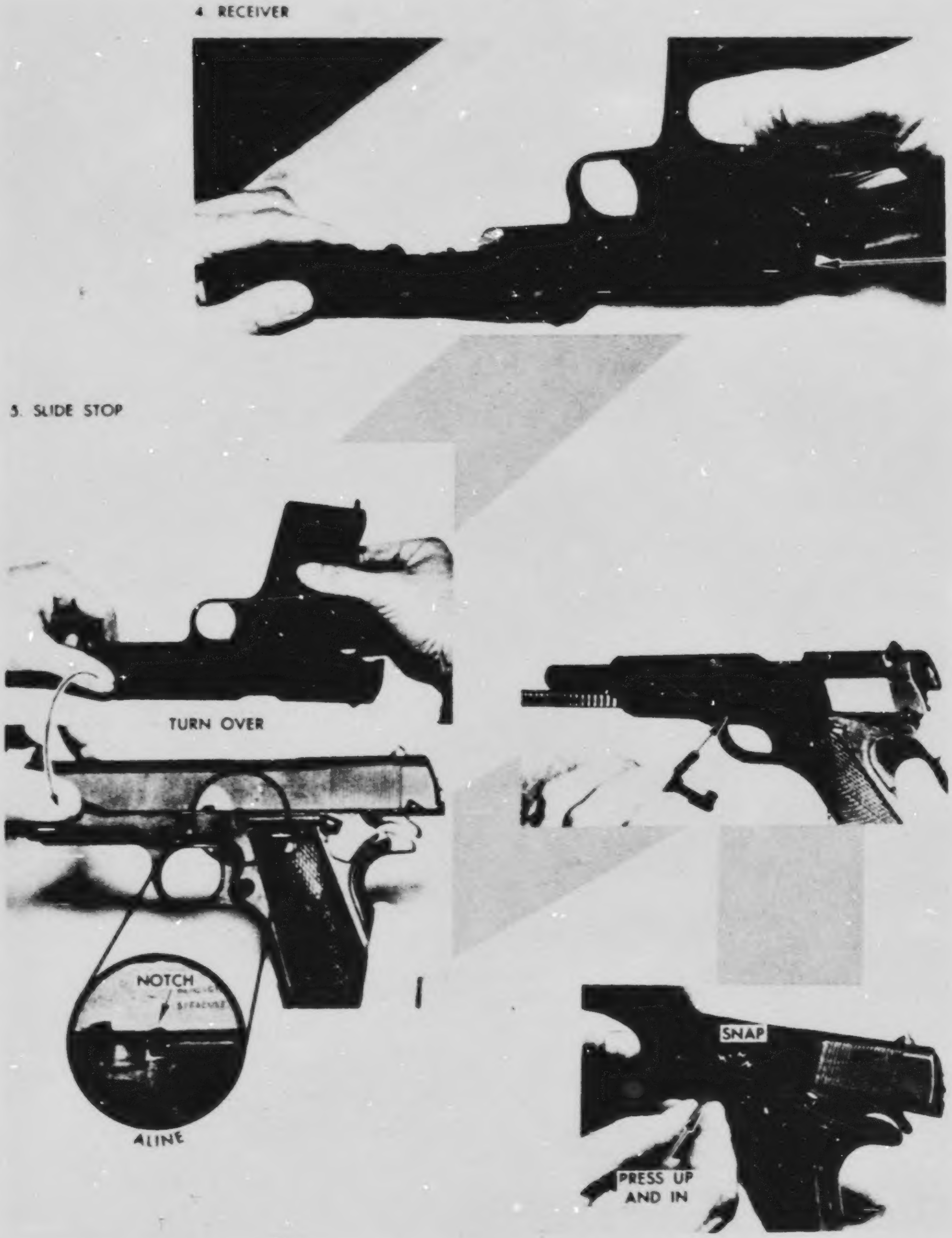
193.4

Figure 3-5. — Parts of the pistol in order of general disassembly.


1 BARREL AND SLIDE
DOWN
IN
2 BARREL BUSHING
IN
TURN
3 RECOIL SPRING AND RECOIL SPRING GUIDE
IN

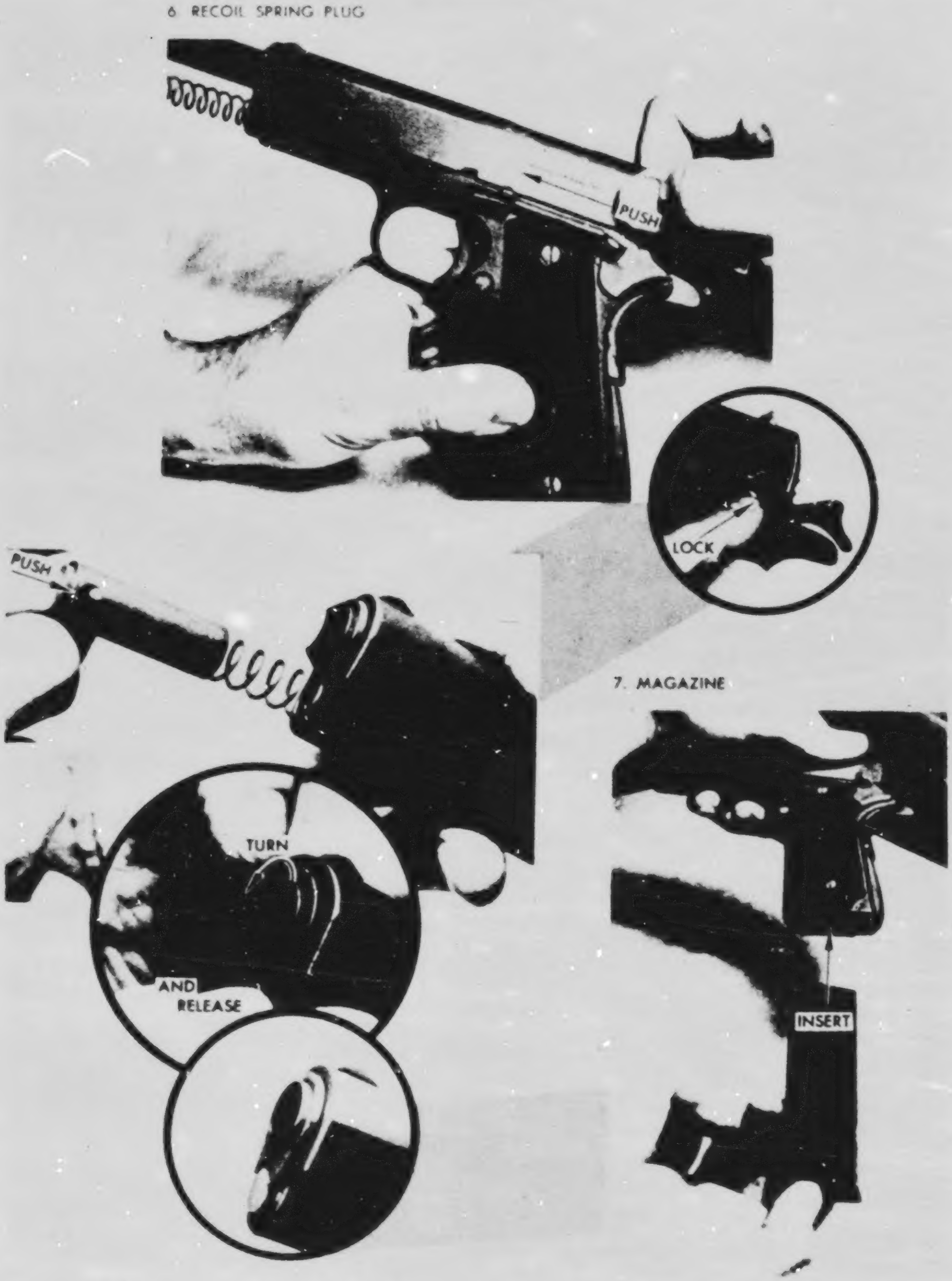
193.5

Figure 3-6A. — General assembly.


4. RECEIVER
5. SLIDE STOP
TURN OVER
NOTCH
ALINE
SNAP
PRESS UP
AND IN

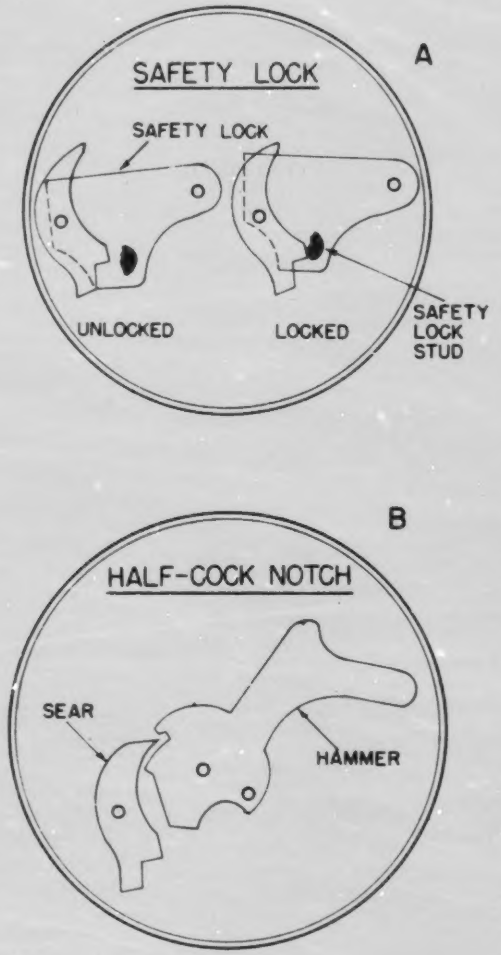
193.5.1

Figure 3-6B. — General assembly (continued).


6. RECOIL SPRING PLUG
PUSH
LOCK
PUSH
TURN
AND
RELEASE
7. MAGAZINE
INSERT

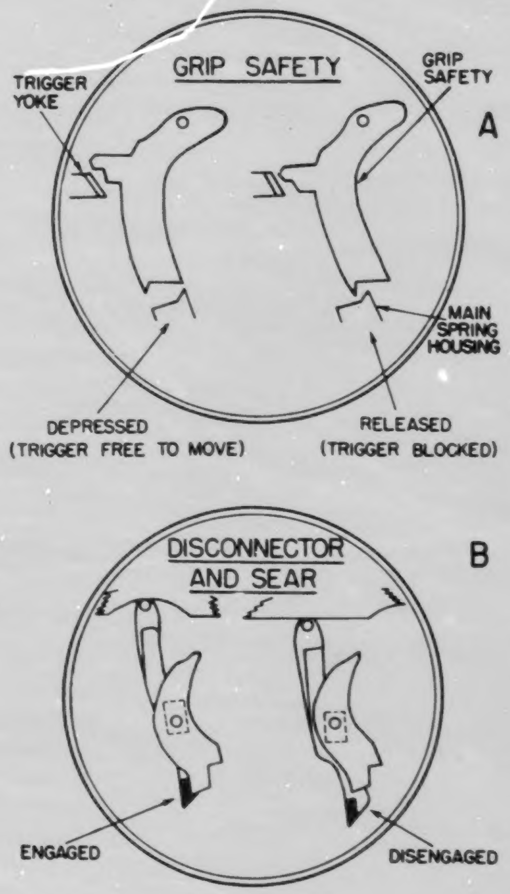
193.5.2

Figure 3-6C.—General assembly (continued).


A
SAFETY LOCK
SAFETY LOCK
UNLOCKED
LOCKED
SAFETY LOCK STUD
B
HALF-COCK NOTCH
SEAR
HAMMER

17.42.4

Figure 3-7.—Manual safeties.


GRIP SAFETY
TRIGGER YOKE
GRIP SAFETY
A
MAIN SPRING HOUSING
DEPRESSED (TRIGGER FREE TO MOVE)
RELEASED (TRIGGER BLOCKED)
DISCONNECTOR AND SEAR
B
ENGAGED
DISENGAGED

17.42.5

Figure 3-8.—Automatic safeties.

The disconnector (fig. 3-8B) prevents firing unless the slide is fully forward and locked. When the slide is forward, the disconnector rides up into a recess on the underside of the slide. The spade of the disconnector (dark area) bears against lugs on the sear. When the trigger is pulled, the trigger yoke pushes back against the disconnector spade which transmits the motion to the sear, rotating the sear nose out of the full-cock notch of the hammer, and the weapon fires. Any time the slide is not fully forward, the nose of the disconnector is forced downward. In this condition the disconnector spade does not contact the sear when the trigger is pulled. When the trigger is pulled, the disconnector will be pushed to the rear but the sear remains in position, holding the hammer to the rear.

## CYCLE OF OPERATION

Refer to figure 3-3 as we explain the functions of the pistol. We will assume that a loaded magazine is in the weapon, a round is in the chamber, the grip safety is depressed, the trigger has been squeezed, and the round ignited. The cycle of operation now begins.

As the gases from the burned powder expand, the bullet is forced down the barrel while the same force is directed rearward against the slide. The slide and barrel are locked together at this point, and both are forced aft. The barrel link is attached to the stationary receiver, so the barrel is moved downward as well as to the rear. As the barrel locking ribs are disengaged from the recesses in the slide, unlocking is completed.

As the slide moves aft in recoil, the extractor pulls the empty case along with it. Extraction is completed when the cartridge clears the chamber.

Ejection occurs when the cartridge strikes the stationary ejector, pivots on the extractor, and flips from the weapon through the ejection port.

Cocking began as soon as the slide started its recoil movement. The hammer is moved rearward and the hammer strut is pushed down against the mainspring, compressing it. When the slide strikes the recoil spring guide collar, its rearward movement is stopped. The recoil spring then causes the slide to begin its forward movement. The hammer follows the slide for a short distance. Then the sear, which bears against the hammer through the action of the sear spring, enters the full-cock notch of the hammer and holds it in a cocked position.

Feeding starts as soon as the slide, moving to the rear, clears the top of the magazine. The magazine follower, under pressure from the magazine spring, forces the top round against the lips of the magazine. This places the top cartridge in position to be picked up by the face of the slide during its forward movement.

Chambering occurs when the forward moving slide pushes a new round into the chamber. As the bullet is pushed up the ramp into the chamber, the base of the cartridge slides up the face of the slide. As this happens the groove on the base of the cartridge is engaged by the hooked extractor.

After chambering, the slide continues forward a small distance, pushing the barrel ahead of it. As the barrel moves, it pivots up and forward on the barrel link. The locking ribs on the barrel enter the locking recesses in the slide, thereby locking the two together.

Firing will start the cycle all over again. When the grip safety is depressed and the trigger is squeezed, the trigger yoke presses against the disconnector, which pushes aft on the sear. The sear rotates on its pin, disengaging from the notch on the hammer. The mainspring pushes up on the hammer strut, rotating the hammer forward. The hammer strikes the firing pin which, in turn, strikes the cartridge primer.

## MARKSMANSHIP

Accurate shooting results from knowing and correctly applying the elements of marksmanship. The elements of marksmanship are the fundamentals of quick fire, which are: hand and eye coordination, grip, positions, trigger control, and target engagement. A thorough course in the fundamentals of quick fire must precede any range firing. This training must be given to all Master at Arms expected to fire the pistol on the range. Develop correct shooting habits before range firing.

Everyone has the natural ability or instinct to point at an object. Since pointing the forefinger at an object and extending the pistol toward a target are much the same, the combination of the two are natural. Making you aware of this natural instinct and teaching you how to apply it when firing the pistol will result in the desired reaction when engaging a target.

A proper grip is one of the most important fundamentals of quick fire. The pistol is gripped as tightly as possible until the hand begins to shake. The grip is then relaxed until the tremor stops. At this point, the firer is applying the necessary pressure for a solid grip. With practice, the same amount of pressure will be applied each time the firer assumes his grip.

The two basic positions for firing the pistol are the ready position and crouch position. In the ready position the upper arm is held close to the body and the forearm is in a horizontal position. The pistol is pointed toward the target area as the firer moves forward. The crouch position is assumed somewhat like a boxer's stance with the knees bent slightly and trunk bent forward from the hips. At all times, the body should be maintained in a balanced position, facilitating rapid movement in any direction. The action of extending the pistol toward the target is done simultaneously with assuming the crouch position.

Trigger control is essential. The trigger must be pulled straight to the rear, evenly and firmly, with independent trigger-finger action, causing the hammer to fall without disturbing the alinement of the pistol. The rearward movement of the trigger finger starts as soon as the arm begins to straighten. The pistol should fire as soon as the movement ceases.

Proficiency in firing can only be obtained by actually firing your weapon on a firing range.

## REMINGTON SHOTGUN M870

Now let's go into a little detail on the M870 shotgun used for guard work and riot control. This is a manually operated, pump action, magazine fed (tubular), shoulder type weapon.

| | |
|---|---|
| Length of shotgun | 41-3/4 inches (approx) |
| Length of barrel | 21 inches (approx) |
| Magazine capacity (rounds) | 4 |
| Shell (gage) | 12 |
| Ammunition | 12 gage 2-3/4" Standard velocity and 2-3/4" Magnum shot shells |
| Safety | Cross bolt type |
| Fore-end | Plain Beaver tail style |

## FUNCTIONING OF REMINGTON M870

Safety — Before loading or unloading, push safety (fig. 3-9) across rear of trigger left to right to ON SAFE position. Red band on safety will not show.

Fire position — Push safety across to FIRE position. Red band marking will show. Trigger can then be pulled to fire the gun.

Single load — Push safety ON SAFE. Press in the action bar lock and pull the fore-end fully to the rear. Place shell into open ejection port upon downthrust carrier. Slide fore-end toward the muzzle to load shell into the barrel chamber and lock action closed.

Magazine load — Push safety ON SAFE. Slide fore-end completely forward to close the action. Turn gun bottom upward and press shell against carrier then forward fully into the magazine. Make sure that the rim of the shell snaps past shell latch to prevent shell from sliding back over carrier. Should this occur, forcefully open action or, if necessary, remove trigger plate assembly if gun is cocked to remove shell.

Load barrel from magazine — Shells can be fed from loaded magazine by simply pumping the fore-end. Press in the action bar lock if the gun is cocked. Pump the fore-end back and forth to open and close the action.

Unload gun — Push safety ON SAFE. Press in the action bar lock; pull fore-end slowly rearward until front end of shell from barrel is even with ejection port in receiver. Lift front of shell outward and remove from ejection port. Continue pulling fore-end back fully until next shell releases from magazine. Roll gun sideways to allow released shell to drop from ejection port. Close action by pushing forward on fore-end. Continue this same method until magazine and gun are empty.

CAUTION: Open action and check shell chamber in breech and magazine to make sure no rounds remain in gun.

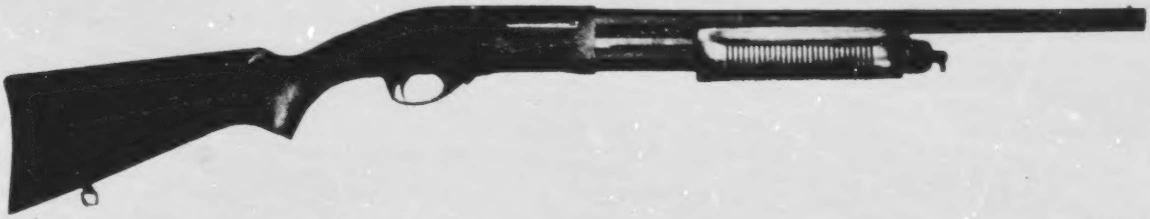
Unload barrel only — Push safety ON SAFE. Press in the action bar lock and pull fore-end rearward until front end of shell from barrel is even with front end of ejection port. Lift front end of shell from receiver as described previously. A shell with different powder and shot combination may then be placed in chamber and action closed without disturbing shells in the magazine.

### Remington M870 Operating Cycle

The entire operating cycle of the shotgun M870 is completed by pulling the trigger, sliding fore-end rearward to open action, and forward again to close the action. The fore-end is mounted on double action bars and is fully controlled and operated by the shooter.

Assuming the magazine is loaded and one shell is in the chamber and locked, the gun is ready to fire. The firing cycle is as follows:

FIRING — With the cross bolt safety pushed to fire position (red band showing), the gun is fired



193.6

Figure 3-9. — Remington Model M870 Shotgun.

by pulling the trigger. The top part of the trigger rotates forward carrying the right connector, in ready position, forward against the sear. This movement pivots the sear out of engagement with the hammer. The released hammer with force from the spring loaded hammer plunger strikes the firing pin which is pinned in the breech bolt and spring retracted. The firing pin strikes the primer and ignites the powder charge. During the upward movement of the hammer, it engages the action bar lock just before it strikes the firing pin. Downward movement of front of the action bar lock is restrained until pressure against it is briefly released by the shooter as his arm recoils rearward. When action bar is released, forward end of the action bar lock is lowered from its position at rear of left action bar and the rear section rises and lifts the left connector which lifts the right connector from contact with the sear. This completes the "lock" or firing mechanism firing cycle. The action bar lock serves a two-fold purpose. It serves as a safety feature that disconnects the trigger assembly and sear until a shell is fully seated in the chamber and the breech mechanism again is ready for firing and locks the action closed.

After pulling the trigger, pulling the fore-end rearward will open the action and accomplish Unlock, Extract, Eject, Cock and Feed cycles.

UNLOCK—The initial rearward movement of the fore-end, after shell has been fired, carries the slide to rear of the breech bolt. As the breech bolt passes to the rear, the slide cams the locking block from recoil shoulder of barrel. This movement unlocks the action and cams the firing pin to the rear where it is locked and prevented from protruding through the bolt face.

EXTRACT—Continued rearward movement of the fore-end opens the action. The breech bolt moves back and the fired shell is extracted from the chamber. The extractor claw, which overhangs the bolt face, grips rim of shell tightly as extraction progresses. Pivot pressure is exerted on rear of extractor by extractor plunger and spring.

EJECT—As the extracted shell clears the chamber, its base engages a shoulder on rear of the ejector spring, which is located on left side of receiver. This pivots the shell so its front end is ejected first through the ejection port.

COCKING—Before ejection occurs, the breechbolt in its rearward travel forces the hammer down against the coiled hammer spring to engage the sear. Sear spring pressure locks the sear in a notched position against the cocked hammer.

FEEDING—The final movement of fore-end carries the slide, breech bolt assembly, and locking block to the rear of the receiver. Termination of this rearward stroke also permits the left action bar to cam the left shell latch, in turn releasing the first shell from the magazine. The released shell is forced from the magazine by a spring loaded follower. The carrier receives the released shell. Meanwhile, the right shell latch, which was cammed into the magazine way by the right action bar during extraction cycle, intercepts base of the second shell.

With a shell resting on the depressed carrier, forward movement of the fore-end will close the gun's action and complete the loading and locking cycles.

LOADING—Forward movement of the fore-end will carry with it the slide, breech bolt, and locking block. The carrier dog is engaged by the slide, pivots the shell carrier upward, and places a shell in the path of the returning breech bolt. As the bolt continues to advance, it depresses the ejector spring and the shell is picked up and loaded into the chamber. The carrier dog is released by the passing slide, forced up by the carrier dog follower, and pivots the carrier from path of the loading shell. The following shell from the magazine, being retained by the right shell latch, is released by the camming action of the returning right action bar. At this point the shell is intercepted and held by the left shell latch until the next feeding cycle.

LOCKING—When the shell is fully in the chamber, the action closes and the bolt is against the shell base. The slide continues to travel within the bolt and cams the locking block into recoil shoulder of the barrel. The locking block secures the breech bolt firmly and is supported by the slide as it completes its forward travel. With the locking block fully seated, the passage through the locking block allows protrusion of the firing pin through the bolt face.

## MAINTENANCE

The following discussion on maintenance of the shotgun M870 will cover only action necessary for routine maintenance of the weapon. More detailed information may be obtained from the manufacturer's pamphlet.

Before any disassembly of the shotgun M870 is attempted, be sure no shells remain in the chamber or magazine.

BARREL—To remove and clean the barrel, push the safety to SAFE. Open the action, unscrew the magazine cap, and pull barrel from the receiver. Replace magazine cap on the end of the magazine tube. To clean the barrel, use a cleaning rod with a lightly oiled cloth. If powder fouling remains in the barrel, use a powder solvent to scrub the bore. After using solvent, wipe clean and re-oil very lightly. Replace the barrel by removing the magazine cap, insert barrel in receiver, and replace the magazine cap.

TRIGGER PLATE ASSEMBLY—With the safety pushed ON SAFE, cock the action. Tap out the front and rear trigger plate pins. Lift rear of the trigger plate from receiver, then slide rearward to remove from the gun. The trigger assembly will be cleaned as a unit by brushing with a solvent. Wipe dry and re-oil very sparingly. When replacing the plate assembly in the gun, make sure the action bar lock enters the receiver easily and operates in position.

FORE-END ASSEMBLY UNIT—Push the safety ON SAFE. Close the action, remove the magazine cap and barrel. Reach into bottom of receiver and press the left shell latch inward. Remove fore-end by sliding forward off the magazine tube. After the fore-end assembly has been removed from the gun, the breech bolt parts and slide may be lifted from ends of the action bars.

> NOTE: The top right edge of slide may bind on bottom front edge of ejector port in the receiver. To free the slide, push downward on front end of the bolt.

It is not necessary to disassemble the bolt for routine cleaning. Brush with solvent to clean, then wipe dry.

Assembly of the weapon is done in reverse of disassembly. There are, however, set procedures to follow to facilitate the assembly.

When assembling the fore-end parts, the gun must be cocked. During this assembly, place slide in the correct position on ends of the double action bar. Place the breech bolt assembly, which includes the attached locking block assembly, over slide on the action bars. Insert end of action bars into matching grooves in the receiver. Move the fore-end slowly until contact is made with the front end of right shell latch. Press front right shell latch into side of the receiver and continue moving the fore-end past this latch until contact is made with the left shell latch. Press the front of left shell latch in to allow fore-end assembly to pass and move freely into the receiver. Assemble barrel to the receiver and tighten firmly with the magazine cap. This completes the assembly of the shotgun.

## SAFEGUARDING FIREARMS

Firearms are highly susceptible to theft. Each person who is responsible for the custody and control of firearms will ensure that only secure Government facilities are used to store all Government-owned firearms, and that firearms storage facilities are not located in remote areas, nor within any building that is unoccupied for prolonged periods of time, since firearms are most easily lost or stolen under such conditions. Firearms should, instead, be stored within (or immediately adjacent to) facilities where personnel are on duty 24 hours a day. In any location where theft is likely to occur, the principle of security in depth will be applied and additional protective measures will be employed in the safeguarding of firearms. Intrusion detection alarm systems should be considered for any facility where personnel are not on duty 24 hours per day. The following are minimum standards for safeguarding all firearms.

### Possession of More Than 20 Firearms

If an organization possesses more than 20 firearms, it will establish a weapons storage room or building, which meets the following minimum specifications:

The room or building should be constructed of cement or masonry. If such a facility is not available, the firearms must be stored in a room or building constructed so that opportunities for theft or unauthorized removal are minimized.

Each door must be of metal or wood, reinforced externally with a sheet steel cover. All doors will be secured by a key-actuated padlock, fastened to a steel hasp.

Each window (and any similar opening) will be protected by steel bars, security wire screens, or chain link fencing.

Firearms must be securely stored in locked steel weapons racks, or locked metal containers. If these racks or containers are located in an established weapons storage room or building they need not be fastened to wall or floor. When intrusion detection equipment is used, or when the facility is manned 24 hours a day and is equipped with a duress alarm, the requirement for steel racks may be waived by the commanding officer. The alarms must terminate at an activity which is manned 24 hours a day (for example, base police desk, central security control). Response time should be not more than 5 minutes.

At a supply facility, firearms may be stored in an area within a building containing other items, provided it is protected on all sides and ceiling by chain link fencing. Access to the area will be through the minimum number of gates or doors consistent with operational requirements, and such doors and gates will be secured by a key-actuated padlock, fastened to a steel hasp. Every weapon must be stored in a sealed shipping container, locked weapons rack, or a locked metal container. Use of a duress alarm system is recommended.

Under no circumstances will any unsecured weapon be placed adjacent to a window or to security screening.

When firearms are being moved, adequate safeguards must be provided. Firearms in transit must never be left unattended, without proper safeguards. When firearms are transported to off-base facilities, that is, ranges, two armed escorts will be provided (the driver of the transporting vehicle may act as one of the escorts).

Unattended facilities used to store weapons, ammunition and explosives (non-nuclear) will be checked at least once each duty day by the using agency. During nonduty hours, police patrols should check these facilities at least once every 2 hours. These checks will include a physical check of locks, hinges, etc., and exterior walls.

### Possession of 20 Firearms or Less

If an organization possesses not more than 20 firearms, they (and related ammunition) may be stored as stated above, or in a steel storage cabinet. However, the cabinet must be modified by the installation of two removable steel lockbar mechanisms, affixed horizontally across the cabinet doors. As an alternative, hand guns may be stored in a four- or five-drawer steel filing cabinet if modified by the installation of a removable steel bar affixed vertically over the drawers. In any case, the storage or filing cabinet should be securely fastened to an existing wall and/or floor, to preclude its unauthorized removal. Locks used on these types of containers will provide a degree of protection equal to or better than that provided by the container. Field safes may be used if secured to the building.

### Standards for Protective Materials

The following minimum standards for materials and padlocks will be used in the storage of firearms:

All doors of wooden construction will be reinforced externally by a 16-guage sheet steel cover installed in a manner that precludes easy removal.

Security wire screens and chain link fencing will be made of rust-resistant number 9 steel wire, and have a mesh design no larger than 2 inches square.

Bars used to secure windows and similar openings may be fabricated from steel pipe 7/8-inch in diameter (or from 1/2-inch steel rod) securely installed not more than 4 inches apart.

Padlocks on doors to weapons and ammunition storage facilities will be of the high-security, key-actuated type, either with regular shackle or with shrouded shackle. If these locks are not immediately available, the commanding officer will take necessary action to procure them at the earliest possible date. In the interim, a rust-resistant, disc-or-blade-tumbler type of padlock may be used. If such a lock is used, each door and gate which affords access to firearms storage facilities will be secured by two locks, each fastened to a separate steel hasp.

Special attention will be given to the installation of each door, locking device, fencing, screen, bar, and storage rack/cabinet, to insure that each hinge pin, bolt, screw, or other fastening device has been welded or peened to prevent its removal.

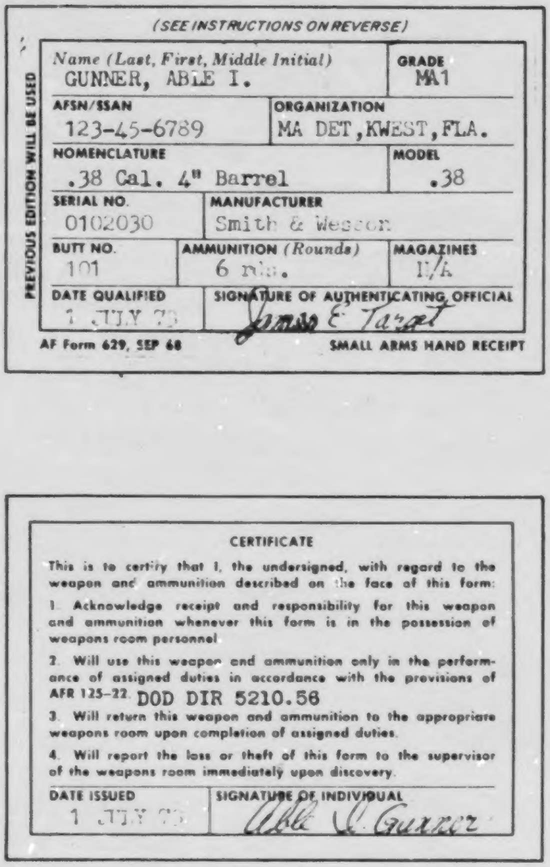
### Controlling Access to Storage Facilities

To maintain accountability and control of firearms, access to each storage facility will be limited, and the facility will be secured when not under the direct supervision of an authorized custodian. The keys to each lock used to secure firearms also will be controlled. Personnel on duty in arms storage rooms will be armed at all times.

The commander will develop written procedures for control, and operation of storage facilities to insure that all firearms are accounted for. Unit personnel maintain a list containing the type, model number, caliber, name of manufacturer, and serial number of all firearms for which it is responsible. (This list will be useful in making required inventories and rapid identification of lost or stolen weapons.)

## Issue of Firearms

The issuance of all firearms will be controlled by receipt which shows the type of firearm, caliber, name of manufacturer, serial number, printed name and signature of the person to whom the weapon was issued, and the date of issue. Fig. 3-10 shows a sample custody and control sheet which may be used for the issuance of a firearm and ammunition.



(SEE INSTRUCTIONS ON REVERSE)

PREVIOUS EDITION WILL BE USED

| | | |
|---|---|---|
| *Name (Last, First, Middle Initial)*<br>GUNNER, ABLE I. | | **GRADE**<br>MA1 |
| **AFSN/SSAN**<br>123-45-6789 | **ORGANIZATION**<br>MA DET,KWEST,FLA. | |
| **NOMENCLATURE**<br>.38 Cal. 4" Barrel | | **MODEL**<br>.38 |
| **SERIAL NO.**<br>0102030 | **MANUFACTURER**<br>Smith & Wesson | |
| **BUTT NO.**<br>101 | **AMMUNITION** *(Rounds)*<br>6 rds. | **MAGAZINES**<br>N/A |
| **DATE QUALIFIED**<br>1 JULY 7[illegible] | **SIGNATURE OF AUTHENTICATING OFFICIAL**<br>James E Target | |

AF Form 629, SEP 68

SMALL ARMS HAND RECEIPT

**CERTIFICATE**

This is to certify that I, the undersigned, with regard to the weapon and ammunition described on the face of this form:

1. Acknowledge receipt and responsibility for this weapon and ammunition whenever this form is in the possession of weapons room personnel.
2. Will use this weapon and ammunition only in the performance of assigned duties in accordance with the provisions of ~~AFR 125-22~~. DOD DIR 5210.56
3. Will return this weapon and ammunition to the appropriate weapons room upon completion of assigned duties.
4. Will report the loss or theft of this form to the supervisor of the weapons room immediately upon discovery.

| | |
|---|---|
| **DATE ISSUED**<br>1 JULY 7[illegible] | **SIGNATURE OF INDIVIDUAL**<br>Able I. Gunner |

193.7

Figure 3-10. — Patrolman Equipment Issue.

## FLARES

As a Master at Arms you may use pyrotechnics for illumination, marking, and signaling in cases of road accidents or other emergencies ashore. Most road flares (also called fuzees) have a burning time of either 15 or 30 minutes.

In most cases the base of the flare will have a sharp pointed spike which can be forced into the roadside surface. Flares burn with a brilliant light visible at night up to 3 miles.

Flares consist of a paper tube, which contains the pyrotechnic substance, with a spike at one end, and at the other end a cover with an exterior coating of abrasive similar to that on the scratching side of a safety match box. A tear strip protects the cover's exterior. The upper end of the paper tube, beneath the cover, is capped by a fabric impregnated with igniting compound similar to that on the head of a safety match.

To ignite the flare, tear off the protective strip, remove the cover, and scrape the inverted cover across the top of the paper tube. When you do this, it's advisable to hold the light pointing away from you at an angle of about 45° to avoid contact with hot particles falling off the pyrotechnic candle. Hold the light at that angle while it burns.

## SAFETY PRECAUTIONS

No matter how dangerous the work, familiarity is apt to lead to carelessness.

Pyrotechnics contain material of an extremely dangerous nature. The following general precautions should be observed at all times.

Pyrotechnics should be handled carefully. Rough handling may cause immediate functioning, or may damage the item so it will not function properly at the time desired. Some types of pyrotechnic ammunition are more dangerous than other types of service ammunition, and proper functioning is important.

Functioning of pyrotechnics is affected by moisture, so they should be stowed in dry, well-ventilated places. Most pyrotechnics are packed in moisture-proof containers; the seal of such containers should not be broken until just before the item is to be used. Pyrotechnics exposed to moisture should be segregated until an examination has proved they are safe and serviceable.

Whenever possible, pyrotechnics should be stowed in the boxes or watertight containers in which they are supplied, and should be separated according to type, color, and lot number.

Pyrotechnics should not be stowed where the direct rays of the sun can strike them, and they should be protected from excessive and variable temperatures.

Select carefully the place at which the flares will be burned, because burning particles dropping from the flares can start fires and ignite clothing.

Always hold the flare at an angle of 45° and point it to leeward while it's burning.

## CHAPTER 4

# PATROLS AND TRAFFIC CONTROL

In addition to foot patrols, many MA organizations operate motor patrols, sometimes called cruiser patrols. The motor patrol is ideal for supervising the foot patrol and for lending speedy assistance when trouble occurs. The patrol views as many of the foot patrolmen on their rounds as possible, and carefully notes the manner in which they carry out their duties.

The motor patrol is effective also for covering outlying areas beyond the beats of the foot patrol. Moreover, it provides extra coverage in districts that are popular with liberty parties. Also the motor patrol is handy for transporting reinforcements rapidly and for removing prisoners. Ordinary practice is to keep several vehicles patrolling, while others are held at headquarters for emergency use.

The crew of a motor patrol usually consists of two men. Except in extreme emergencies, you should never leave a vehicle unattended. In any event, do not leave the keys in the ignition switch.

Operators of patrol vehicles are responsible for careful operation of the vehicles and for their general cleanliness, both inside and out.

When you are assigned as driver of a patrol vehicle, you have certain responsibilities for the upkeep of the vehicle other than its safe operation. Always inspect your vehicle before you start a patrol. Be sure you have a full tank of gasoline, sufficient oil, adequate water and antifreeze, proper air pressure in the tires, and a fully charged battery. Test the windshield wipers, lights, horn, front and back turn signals, and the siren, to make sure that all are in good operating condition. If you should be required to haul materials, check to see that they are properly loaded and secured so that, in the event of a sudden stop or sharp turn, the load will not shift, causing the vehicle to overturn.

Always park your vehicle properly. If a special parking space is assigned, park in that spot. While on patrol, never stop and park (even momentarily) in a road or area where traffic may be obstructed for the purpose of picking up prisoners or any other reason.

Report promptly all mechanical and electrical defects, so that adjustments and repairs may be made before a major breakdown occurs.

It is mandatory that you keep in constant radio contact with patrol headquarters. Never use the red light and siren on your vehicle unless ordered to do so by proper authority. You are not authorized to disregard local laws regarding speed and traffic control unless an emergency exists and you are ordered to do so.

### SAFE DRIVING PRECAUTIONS

Before operating a patrol vehicle, you must have a valid Navy driver's license and receive authority from the patrol officer. An exception may be made in an emergency, if you have a valid civilian driver's license but no Navy permit, but only after permission is given by the patrol officer to drive a vehicle. A record of all such exceptions is maintained, and you will be instructed to study and apply for a Navy driver's permit.

If you already have a Navy permit, and are assigned to a vehicle as driver, familiarize yourself with the local traffic code and become thoroughly acquainted with the area to which you are assigned.

When you are assigned duty as a driver, observe the following safe driving precautions:

1. When you are approaching a corner and another car is crossing your path at a rapid rate, let it cross ahead of you, even if you have the right-of-way.
2. Make all required signals promptly, properly, and distinctly.
3. When the driver ahead of you makes an indistinct signal, slow down, or stop, until you determine what he proposes to do.

4. Pass parked cars carefully, especially in school zones. Even when the street is clear, drive at a moderate, safe speed.

5. Stop when school buses are loading or unloading.

6. Never drive when you are under the influence of alchololic beverages.

7. If you meet a car that is weaving or hugging the centerline of the highway, slow down and move to your right. Don't try to force the driver of the other car back to his lane by hugging the centerline yourself.

8. Never pass a car near the top of a hill, on a curve, or at any point where your view of the highway is obstructed.

9. Allow ample space between your vehicle and the car ahead, because this space may give you time to stop without colliding.

10. At night dim your lights for approaching vehicles, and reduce your speed, so that you always have a clear view of the highway ahead.

11. Reduce your speed in conditions that limit visibility, thus allowing adequate time for sudden stops.

12. Never exceed legal speed limits. The little time gained by fast driving is not worth the price paid for decreased safety and wear and tear on the vehicle.

13. When starting to move on a slippery pavement, accelerate gently.

14. Keep your mind on your business, and keep your car under control at all times.

Besides the safe driving precautions youshould follow, always remember when and for what a vehicle should be used.

## TRAFFIC CONTROL

The patrol is responsible at times for controlling motor traffic, and members of patrol units should be familiar with standard manual control signals. They also should know where to take a station at an intersection to direct traffic properly, and to maintain their personal safety.

The Navy uses the same system of manual signals for traffic control as the Army and the Air Force. Familiarize yourself with this system. It will enable you to present your signals in a clear manner with no misunderstandings. Improper or sloppily given signals cause hesitation and confusion, and may result in accidents. They make your work more difficult and less effective. Prompt and proper compliance with your signals depends largely on the manner in which you make them. Signals must always be made in exactly the same way, and according to the system described in this chapter.

Signals are made by arm movements. A lighted baton is used at night at unlighted intersections. Sometimes a whistle is used to attract attention, prevent violations, and to warn drivers of a change in the direction of the flow of traffic. Give verbal directions only when talking directly to a driver or passenger who requests information. Never shout directions; they can be given much more clearly by proper arm signals.

If you are assigned to work with a partner at a busy intersection, one of you must give the basic signals regulating traffic flow; the other assists him by making appropriate signals to the traffic streams assigned him. Each man of a two-man traffic control team makes only those signals necessary for executing his own job.

### TAKING POSITION FOR TRAFFIC CONTROL

The position you take at an intersection to control traffic is important in keeping the flow running smoothly. No single rule can be laid down to cover every situation. Your position depends on physical characteristics of the intersection,amount of traffic, speed at which it is moving, degree of regulation needed, and other variable influences. Keep in mind the following position factors:

1. Operators of moving vehicles should be able to see you clearly.
2. You should be able to see approaching traffic.
3. Your position should give you as much safety as possible.
4. Your position should not interfere with traffic flow.
5. You should be located in such a position that you are able to exercise necessary control.

If it is not possible to find a position that fully answers all the foregoing requirements, pick a spot that meets them to the fullest extent possible. The three most important considerations are: (1) the ease with which vehicle operators can see you; (2) your ability to observe traffic; and (3) your personal safety. Often, the center of an intersection is the best position, but it cannot be considered good under all conditions, as, for example, when traffic is moving at high speed, when the intersection is complex, or when a "blackout" prevails.

If you are stationed at an intersection with one or more partners, each should take a position

65

where he best can perform his specific job, with the man regulating the basic flow in the most conspicuous position. Men responsible for controlling certain lines of traffic, especially at large intersections, should be posted exactly on the line where traffic is to be halted, turned, or otherwise directed. The reason for such an arrangement is that drivers normally tend to pull up to a traffic policeman before stopping or otherwise complying with his signal.

When regulating fast traffic, especially at night, be careful to avoid standing directly in the path of approaching traffic. This admonition is always applicable unless you are certain of drivers' intentions and of their ability to bring their vehicles to a stop.

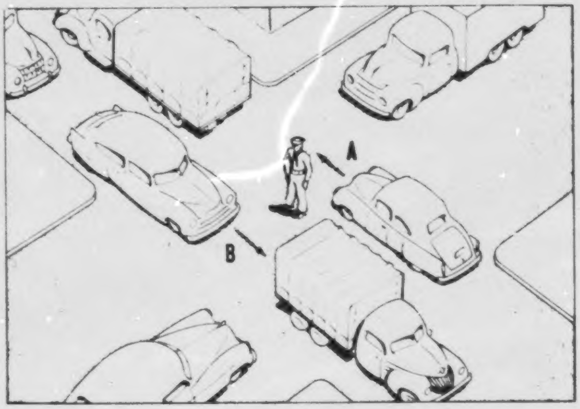
## SIGNALING PROCEDURE

When directing traffic by manual signals, stand facing one line of stopped traffic, and sideways to the flow of moving traffic. (See fig. 4-1.)

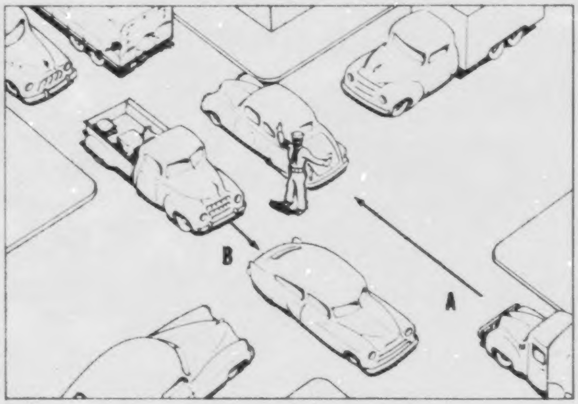
If you are using a whistle, give a blast to indicate that you are going to change the direction of the traffic, and then signal the moving traffic to stop. Give another blast before starting the waiting traffic. Always make the "Stop" signal to the moving traffic before making the "Go" signal to waiting traffic. If a driver fails to comply with your directions, give a few short, sharp blasts on the whistle, and follow them by the necessary arm signals, and with verbal instructions, if required.

Do not start waiting traffic until the intersection is clear and you are sure that any cars you signaled to stop are able to comply before coming into the intersection or before passing the stop line. You must judge speed and distance carefully in order to avoid signaling moving vehicles to stop when they are unable to do so properly, or when stopping might cause rear-end collisions. The prescribed signal for stopping two lanes is shown in figure 4-2. After giving the "Stop" signal, keep your arms in the "Stop" signal position, and turn at right angles so that you stand sideways to the traffic to be started, as in figure 4-3. Then give the "Go" signal. Always hold each signal until you are sure that all drivers understand it and are complying.

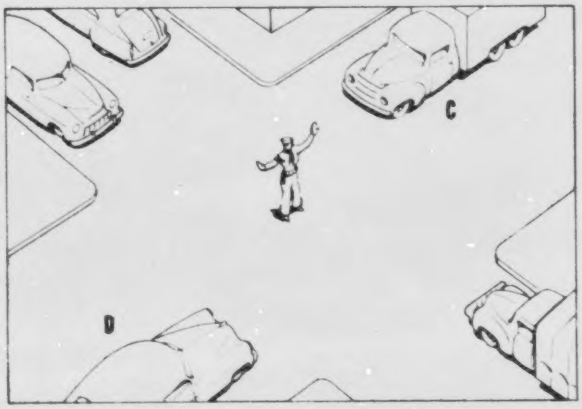
When vehicles are approaching an intersection where crosstraffic has the right-of-way, signal them to stop. You do not need to repeat the "Go" signal continuously while a steady stream of vehicles is passing. If a break occurs between vehicles in the traffic flow, however, signal approaching vehicles to proceed. Vehicle operators then can



99.33
Figure 4-1.—With traffic moving normally, stand sideways to traffic flow.



99.34
Figure 4-2.—Signal for stopping flow of traffic.



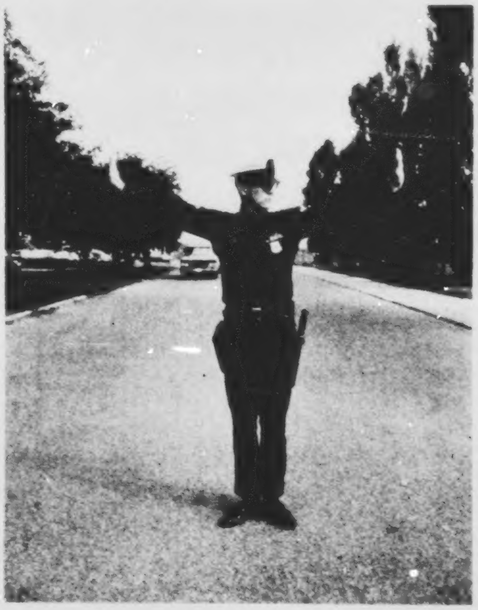
99.35
Figure 4-3.—Position preparatory to starting streams C and D.

be certain what they should do. Constant "Go" signaling is unnecessary and tiring. Furthermore, it may be mistaken for a signal to increase speed. It should be given only as indicated herein, or when obviously necessary to keep traffic moving properly through the intersection. Always look toward the traffic to which a signal is directed.

Daylight Signals

STOP—To execute the "Stop" signal (figure 4-4), arms are extended, hands upraised, and palms turned toward the approaching traffic. To stop approaching vehicles while crosstraffic has the right-of-way, and no other vehicles are stopped, the signal is varied somewhat. Then you won't be standing with your sides toward the approaching vehicles, as you would be when first stopping a stream coming through the intersection. For this latter situation, stop vehicles approaching from your front by extending your arm in front of you, with hand upraised, and palm toward the approaching vehicle. Vehicles approaching from your rear are stopped by extending your right arm horizontally to your side, with palm to your rear. In some instances, it may be desirable to turn and face such approaching traffic, giving the signal described for stopping vehicles approaching from your front. This is advisable when traffic is approaching at high speed, or under conditions of poor visibility.

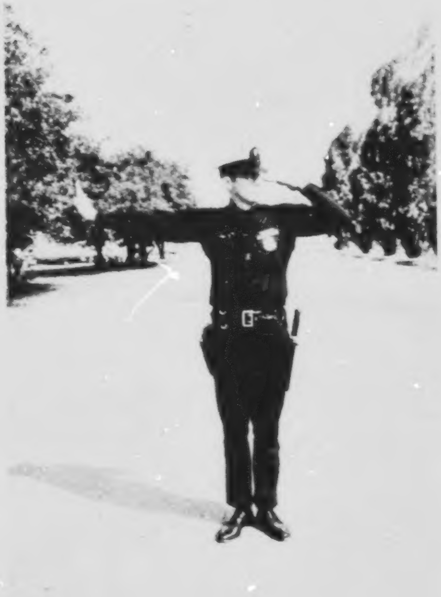
GO—When traffic is to move in one direction only, and is to pass back of you (as, for example, stream C in fig. 4-3) check stream D with your right hand, and signal stream C to proceed by swinging your left hand toward your head, bringing the hand to a final position directly back of your ear (fig. 4-5) while holding your upper arm horizontal.



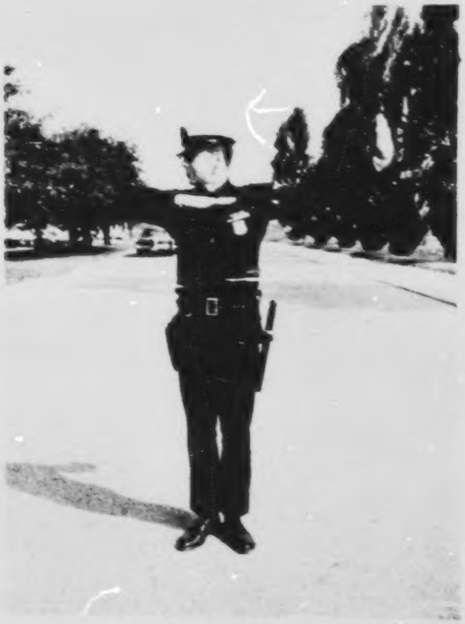
193.8
Figure 4-4.—Signaling streams A and B to stop.

If you want the traffic to pass in front of you, as stream D in figure 4-3, check stream C with one upraised palm, and signal stream D to move in front of you by swinging the other hand and forearm toward you, bringing the hand to a final position just in front of the nearest shoulder, as in figure 4-6. In both of these signals note that the upper portion of the beckoning arm is extended horizontally and directly sideways.

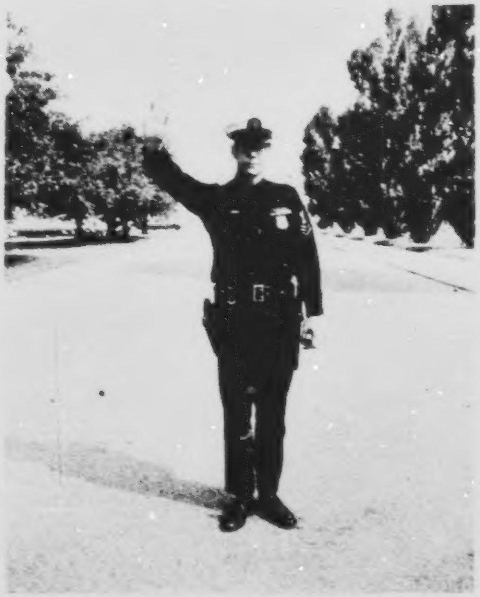
If you want traffic to proceed at the same time in both directions, as in streams C and D in figure 4-3, the two "Go" signals just described are given simultaneously. "Go" signals should not be repeated unless necessary. To speed up slow-moving traffic, the "Go" signal is repeated rapidly several times with either one or both arms, depending on whether the signal is intended for one or both moving streams. You must be careful, however, to limit repetition of the "Go" signal, so that traffic will not exceed normal speed. The sequence of movements for regulating two-way traffic flow at an intersection is shown in detail in figures 4-5 and 4-6. Figure 4-7 illustrates a stop signal given to only one traffic stream.



193.9
Figure 4-5. — Signaling stream C to go.



193.10
Figure 4-6. — Signaling stream D to go.



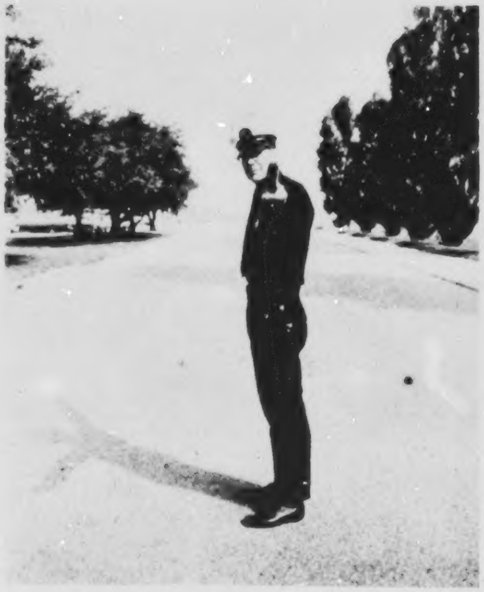
193.11
Figure 4-7. — Signaling only one stream to stop.

TURNS (fig. 4-8(A), (B), and (C) — A permissible turn is indicated by swinging your arm as for the "Go" signal, except that on completing the swing, the arm is extended with the hand pointing in the direction of the turn. Before signaling a left turn, be sure to stop traffic coming from the opposite direction. To signal a left turn, use one arm for the turn signal, and the other to stop any through traffic from the opposite direction. If a driver indicates that he wants or intends to make a prohibited turn, shake your head to signify "No," then indicate by arm signal whether he is to proceed straight through or stop until you signal him to make the turn. The whistle may be useful to attract the driver's attention.

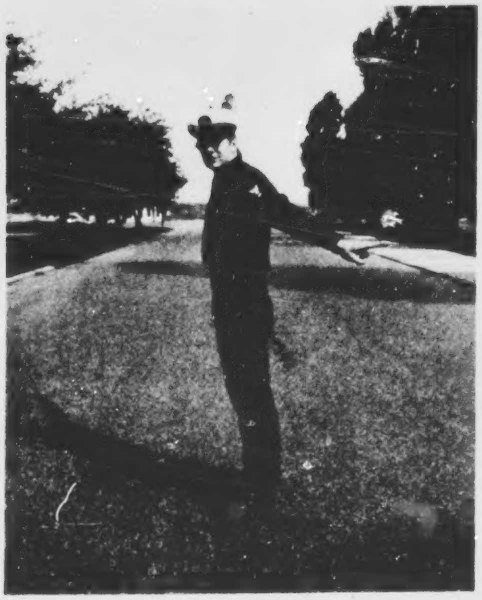
### Night Signals

Night signals (except under blackout conditions) are made by lighted batons, consisting of flashlights with amber-colored extensions. If these are unavailable, ordinary flashlights may be substituted. Such lights are not switched on unless actually in use for signaling.

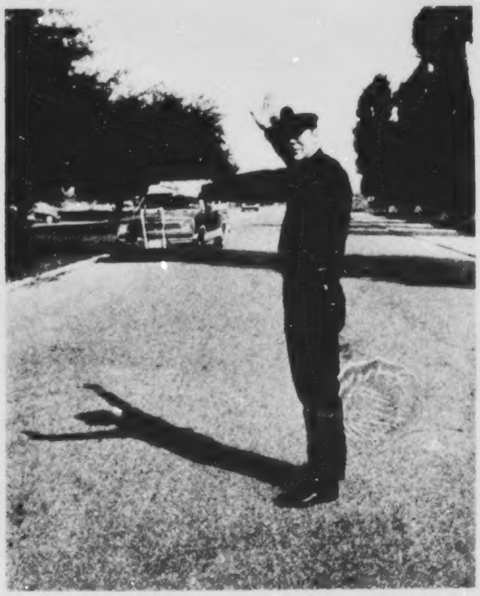
STOP — Hold the baton in an upright position and wigwag it several times, swinging it about 45° to each side from the vertical position. If traffic is moving through the intersection in both



193.12
Figure 4-8(A).—First movement in signaling stream on left to make a turn.



193.12.1
Figure 4-8(B).—Second movement in signaling stream on left to make a right turn.



193.12.2
Figure 4-8(C).—Second movement in signaling stream on left to make a left turn.

directions, make the signal for each stream. To signal "Stop" to approaching traffic when no other cars are already stopped, make the same signal as when stopping a stream moving through the intersection.

GO—Swing your hand with the baton as in making the daytime "Go" signal, but exaggerate it somewhat because of the poor visibility. Repeat the signal if it seems desirable to do so.

TURNS—Signal permissible turns by swinging the baton as in making the daylight signals. Like the "Go" signal, it may be necessary to exaggerate somewhat, or to repeat the signal. Give a distinct signal to each approaching traffic stream. For example, after making a "Stop" signal to southbound traffic, if it is very dark you will have to follow with the same signal for the northbound stream. This method is particularly necessary when it is so dark that little more than the lighted baton or your signaling flashlight is visible. When there is good artificial lighting, the baton signal may be supplemented by proper arm signals with the free arm. To ensure uniformity in night traffic direction, it is desirable that the baton or flashlight be used for all intersection control, regardless of visibility.

### Blackout Signals

The lighted baton also is used under blackout conditions. For this purpose the sides of the plastic tube are taped over so that no light shows through, and the end of the tube is covered with paper or cloth to dim the amount of light showing. All signals are given with the light from the end of the tube. The brightness of the baton light may be reduced by connecting the batteries in parallel instead of in series. This method also serves to prolong battery life. When batons are unavailable, ordinary flashlights may be used if appropriately colored disks are placed inside the lens.

Point the light directly toward the stream to be directed, making a separate signal for each stream of traffic. Do not raise the light above the horizontal (so that it shines upward) nor point it toward other traffic than the stream for which the signal is intended. Always face the flow of traffic you are signaling.

STOP—Move the light horizontally back and forth across the path of approaching traffic; repeat this motion several times. The same signal also is used for traffic to be stopped when no other vehicles are stopped at the intersection.

GO—Move the light vertically in line with the course of the approaching traffic. This signal should be repeated several times. Under certain conditions, it may be necessary to repeat the signal to each vehicle as it approaches you.

TURN—Rotate the light in a vertical plane, making a circle about 12 to 18 inches in diameter. The direction of rotation indicates the direction of the turn. Thus, if you desire the vehicle to turn to its right, make a counterclockwise (to you) circle with your baton. Conversely, if the vehicle is to make a left turn, you make a clockwise (to you) circle with the baton.

### Automatic Traffic Signals

If you are assigned to an intersection where "Stop and Go" lights (or some other type of automatic traffic control) are installed, you normally should let the device provide the basic direction of traffic movement. Your job is to enforce compliance with the signals and to straighten out special situations that the signal system cannot handle. In other words, you supplement the signals.

Automatic traffic systems usually have controls that allow a variation in the length of time between changes of lights. For example, it may be possible to adjust the lights in such a manner that northbound and southbound traffic moves for 2 minutes, then eastbound and westbound traffic moves for 1 minute. Local orders should specify whether you have authority to adjust the time intervals to meet varying conditions. In any event, do not tamper with the control device unless you understand it.

Automatic traffic control sometimes is unsatisfactory and manual control will expedite the flow. At such times, be sure that the automatic signal is turned off before you assume personal control at the intersection.

Remember that you are at the intersection for one purpose—to see that traffic moves safely and with a minimum of delay. Avoid over-regulating traffic, because unnecessary signals delay its movement.

### Giving Directions and Information

When directing traffic, an important part of your job is furnishing road directions and other information to drivers. Try to have ready as many answers as possible, and practice giving information quickly and clearly.

If you don't know the answer to a question, don't just guess; say you don't know. Obtain the required information if you can. Before giving an answer, be sure you understand exactly what information is desired. Make sure that the driver is asking for the right information. A driver may want to know how to get on a certain road, which he thinks will take him to his destination, but which actually is not the correct route. Warn drivers of locations where they may become confused or lost.

## REINFORCING TRAFFIC REGULATIONS

The manner in which you enforce the law can greatly influence the reaction of drivers to traffic regulations and to police enforcement. Some drivers do not consider a traffic violation wrong unless it is observed by a policeman. By observation and with the use of special equipment, determine the action of the road user and make a comparison of this action with requirements stated in the law: If this comparison reveals a conflict, then a traffic violation has taken place.

Master at Arms should take uniform action for the same violation under like conditions. However, several factors exist for which precise measurements have not been developed. Only by training and experience can these factors be prevented from adversely affecting traffic enforcement. These factors include the ability to—

(1) Detect and identify unusual or illegal behavior, or those conditions which produce or accompany such behavior, e.g., drunken driving or driving too fast for conditions.

(2) Evaluate the legality or illegality of such behavior or conditions, interpreting on-the-spot all applicable law, in light of the circumstances.

(3) Apprehend a violator under adverse conditions.

(4) Apply tolerances and determine the nature of evidence which can be developed to support the formal citation of an offense.

In enforcing traffic laws, it is necessary for the Master at Arms, once he has observed an offense, to take immediate action. This action is taken consistent with the safety of both the public and the MA. Failure to take such immediate action leads to other violations, accidents, and beliefs by drivers that enforcement is lax or ineffective.

## SELECTIVE ENFORCEMENT

The presence or implied presence of the vehicle patrol, coupled with the drivers' belief that apprehension will follow any traffic violation, will tend to deter violations. Distribution of MA personnel and equipment is planned so that the enforcement effort is applied where and when it is needed. This application of enforcement is called selective enforcement. It may take the form of assignment of a Master at Arms to a certain location at a given time to prevent specific traffic offenses. The selection and announcement of certain driver violations which have contributed to recent accidents or increased congestion tend to enhance general preventive enforcement.

The normal basis for selective enforcement program is the reports that originate with the vehicle patrol. The whole program is dependent on how well the Master at Arms perform their duties and how accurately they report what they observe.

## ENFORCEMENT POLICIES

Well-defined policies must be established with respect to the enforcement program. These policies can best be described as tolerances which take into account human and mechanical fallibility and other considerations; they may provide adequate guidance in most cases, but in other instances you must decide on the spot what action you will take based on the specific situation. Do not, however, apply your own tolerances simply because you consider the traffic regulations overly lax or restrictive. Tolerances are not publicized; to do so defeats their purpose and tends to make the tolerated deviation a standard. It is difficult, in some cases, to determine when a violation has occurred, and often, where such determination is possible, it is neither practicable nor reasonable to enforce the "letter of the law."

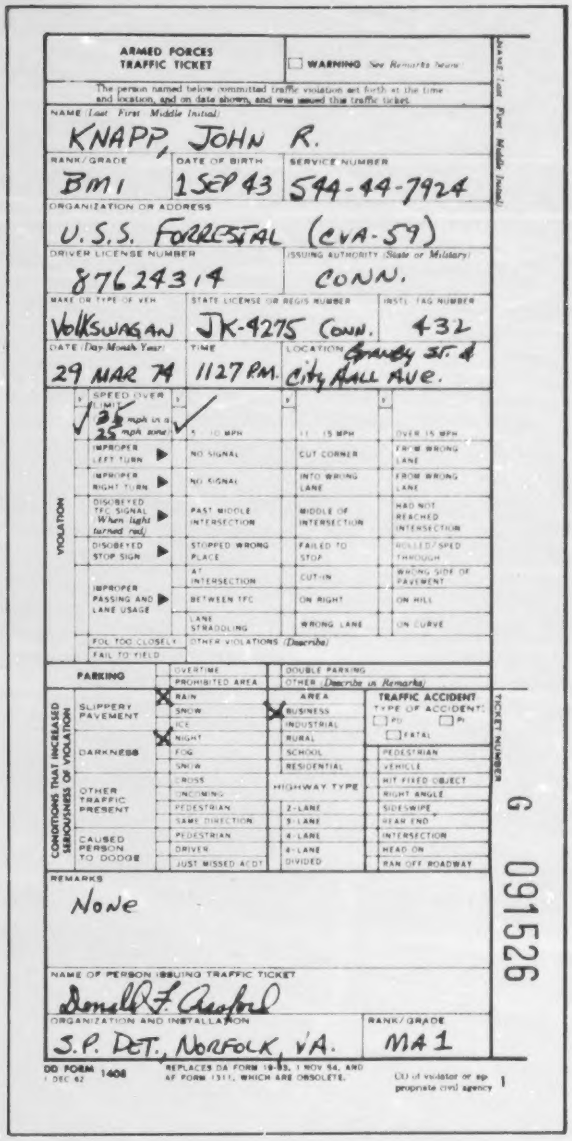
It is theoretically possible to measure speed to a fraction of a mile per hour. Technically, a speeding offense has occurred when any vehicle exceeds the posted speed limit at any time. But, human and mechanical errors make it difficult to be sure of the exact speed of a vehicle. In most cases, a suspect has to be paced for a sufficient distance, and the MA must follow him closely enough to be sure of a violation. It is a common practice of vehicle patrol units to instruct patrolmen to refrain from issuing citations for speeds which exceed posted limits by only a few (up to 5) miles per hour. This "leeway" does not weaken enforcement, it strengthens enforcement. When MAs appear in court over a contested speeding violation, for example, driving 45 mph in a 35 mph zone, the speedometer reading on the patrol vehicle reads 50 mph. The 5 mph tolerance takens into consideration the factor of possible human or mechanical error on the part of the patrol and tends to lend support to the allegations made against the violator in court. However, if the Master at Arms adds other leeways, the enforcement program is weakened. It is not considered speeding for enforcement purposes if only a short burst of speed is used to get around a slow-moving vehicle. This decreases the time required to pass and reduces the likelihood of an accident. In accordance with this policy, however, such speed should not be excessive or used in a reckless manner, and must be reduced once safely past the overtaken vehicle.

### Citations

The armed forces traffic ticket, DD Form 1408 (fig. 4-9), is used by all services to report traffic violations. Normally, a book of these forms, consecutively numbered, is issued to the MA and must be accounted for.

## SPEED MEASUREMENT DEVICES

While speeding is not the cause of all accidents, in nearly all cases, the higher the speed of the involved vehicles, the more severe the accident. When speed measuring devices are used in traffic study and traffic control operations,



**ARMED FORCES TRAFFIC TICKET** ☐ **WARNING** (See Remarks below)

The person named below committed traffic violation set forth at the time and location, and on date shown, and was issued this traffic ticket.

NAME (Last First Middle Initial): KNAPP, JOHN R.

| | | |
|---|---|---|
| RANK/GRADE<br>BM1 | DATE OF BIRTH<br>1 SEP 43 | SERVICE NUMBER<br>544-44-7924 |
| ORGANIZATION OR ADDRESS<br>U.S.S. FORRESTAL (CVA-59) | | |
| DRIVER LICENSE NUMBER<br>87624314 | ISSUING AUTHORITY (State or Military)<br>CONN. | |
| MAKE OR TYPE OF VEH<br>Volkswagan | STATE LICENSE OR REGIS NUMBER<br>JK-4275 CONN. | INSTL TAG NUMBER<br>432 |
| DATE (Day Month Year)<br>29 MAR 74 | TIME<br>1127 P.M. | LOCATION<br>Granby St. & City Hall Ave. |

VIOLATION

| | | | | |
|---|---|---|---|---|
| ✓ | SPEED OVER LIMIT (35 mph in a 25 mph zone) | ✓ 5 – 10 MPH | 11 – 15 MPH | OVER 15 MPH |
| | IMPROPER LEFT TURN ▶ | NO SIGNAL | CUT CORNER | FROM WRONG LANE |
| | IMPROPER RIGHT TURN ▶ | NO SIGNAL | INTO WRONG LANE | FROM WRONG LANE |
| | DISOBEYED TFC SIGNAL (When light turned red) ▶ | PAST MIDDLE INTERSECTION | MIDDLE OF INTERSECTION | HAD NOT REACHED INTERSECTION |
| | DISOBEYED STOP SIGN ▶ | STOPPED WRONG PLACE | FAILED TO STOP | ROLLED/SPED THROUGH |
| | IMPROPER PASSING AND LANE USAGE ▶ | AT INTERSECTION | CUT-IN | WRONG SIDE OF PAVEMENT |
| | | BETWEEN TFC | ON RIGHT | ON HILL |
| | | LANE STRADDLING | WRONG LANE | ON CURVE |
| | FOL TOO CLOSELY | OTHER VIOLATIONS (Describe) | | |
| | FAIL TO YIELD | | | |

| | | |
|---|---|---|
| PARKING | OVERTIME | DOUBLE PARKING |
| | PROHIBITED AREA | OTHER (Describe in Remarks) |

CONDITIONS THAT INCREASED SERIOUSNESS OF VIOLATION

| | | | |
|---|---|---|---|
| SLIPPERY PAVEMENT | ☒ RAIN | AREA | TRAFFIC ACCIDENT<br>TYPE OF ACCIDENT:<br>☐ PD ☐ PI<br>☐ FATAL |
| | SNOW | ☒ BUSINESS | |
| | ICE | INDUSTRIAL | |
| DARKNESS | ☒ NIGHT | RURAL | |
| | FOG | SCHOOL | PEDESTRIAN |
| | SNOW | RESIDENTIAL | VEHICLE |
| OTHER TRAFFIC PRESENT | CROSS | HIGHWAY TYPE | HIT FIXED OBJECT |
| | ONCOMING | | RIGHT ANGLE |
| | PEDESTRIAN | 2-LANE | SIDESWIPE |
| | SAME DIRECTION | 3-LANE | REAR END |
| CAUSED PERSON TO DODGE | PEDESTRIAN | 4-LANE | INTERSECTION |
| | DRIVER | 4-LANE DIVIDED | HEAD ON |
| | JUST MISSED ACDT | | RAN OFF ROADWAY |

REMARKS: None

NAME OF PERSON ISSUING TRAFFIC TICKET: Donald F. Crawford

| | |
|---|---|
| ORGANIZATION AND INSTALLATION<br>S.P. DET., NORFOLK, VA. | RANK/GRADE<br>MA1 |

NAME (Last First Middle Initial)

TICKET NUMBER G 091526

DD FORM 1408 1 DEC 62 REPLACES DA FORM 19-83, 1 NOV 54, AND AF FORM 1311, WHICH ARE OBSOLETE.

CO of violator or appropriate civil agency 1

193.13

Figure 4-9.—Armed forces traffic ticket.

adequate advance notice must be given to applicable personnel. Speed measuring devices are not intended for use in increasing the number of traffic violations or for use arbitrarily; rather, they are intended for use in enhancing self-imposed control over speed and in conduct of studies to better determine reasonable speeds for particular areas. When employed in this manner, they should be placed in areas of known high accident experience or areas where other restrictive enforcement practices are required, e.g., hospital and school zones. Further, such devices should be operated only by fully-trained personnel who ensure that the devices are properly calibrated.

This section discusses frequently used speed measuring devices.

## SPEEDOMETER OR "PACE"METHOD

A vehicle may be paced by following the speeding suspect in a patrol vehicle at a constant interval, for a reasonable distance (approximately three to five tenths of a mile). You match the speed of your vehicle to that of the suspect vehicle, and note the speed indicated on your speedometer when the distance between the vehicles appears to remain the same. After maintaining this consistent distance for the three tenths of a mile, again note your speed recorded on your speedometer to confirm the first reading.

This method is subject to mechanical and human error.

Speedometers are normally accurate. Mechanical error is reduced when speedometers are periodically calibrated. A record of calibrations should be kept with the vehicle log book to confirm the vehicle's speedometer calibration accuracy.

Human errors are corrected by training. The MA must read the speedometer accurately, and no attempt should be made to do so without adequate light or from an angle which distorts the correct reading. A "true reading" is possible only when the viewer's line of sight is perpendicular to the speedometer face.

## RADAR

Radar offers an accurate, efficient means for determining the vehicle speeds at given positions. In addition to visual reading obtained by the operator, radar devices may be equipped to make graphic recordings of the speeds of passing vehicles. Instructions for operating specific types of radar equipment are provided by the manufacturers, and when properly operated and calibrated, any tolerance may be reduced toward zero miles per hour. The principle of operation is simple. The radar timer is actually a low power radio transmitter and receiver. The transmitter sends out continuous radio waves at a known frequency. The waves travel at the speed of light, and on meeting the metal surface of the car being timed, are reflected back to the receiving antenna. A moving car changes the length of the wave and, therefore, changes the frequency. The change in frequency is proportional to the speed of the car and this change is about 31.4 times the speed of the car. Thus, 10 miles an hour gives a frequency change of 314 cycles per second. These changes in frequency are converted by the radar timer into miles per hour and shown on a direct reading meter scale.

Since the radar is a fairly complicated and technical device, the operator must be well-trained and properly versed in its functions and limitations. The operator must be trained in the following areas:

(1) Good site selection.
(2) Proper positioning and handling of the antenna.
(3) Judging effective operating ranges at different locations and recognizing various forms of radar interference.
(4) Identifying speeding vehicles.
(5) Satisfying legal requirements.

The device must be calibrated every 6 months by a licensed technician and a record of the calibration maintained. Periodic inspections of equipment must be made to keep the radar in operating order.

Patrol vehicles assigned to speed surveillance duties using radar must be modified to provide an individual, filtered, and fused power connection. Also, in some cases this connection must be shielded to prevent interference from the ignition. Depending on the amount of radar operation expected in the patrol vehicle, a permanent or temporary detachable electrical connector can be joined into the vehicle's electrical system. Finally, the system should be mounted in an eye-level position whereby the operator can observe meter readings with minimum difficulty.

The radar cabinet, containing the calibration and adjusting controls, must be mounted securely in a stable, well-ventilated position.

The radar antenna is mounted on a adjustable fixture within the patrol vehicle. Since the antenna housing contains a very expensive high-frequency transmitter tube, it must be handled with care.

## Radar Operating Procedures

The radar is to be used in areas of known speed violations. Generally, the radar operating unit should attempt to work on single-lane roads, or multi-lane streets which have light traffic. When this condition is met, more accurate readings are insured. The radar unit should not be positioned near changes in speed limits or areas of high acceleration or deceleration.

The radar unit can be used during all degrees of darkness and is not affected by weather.

When the radar unit is positioned and readied for operation, the operator must log the time and location of transmitter operation (to meet FCC regulations). Then, test runs by patrol units with calibrated speedometers are made in all directions in which traffic will be monitored. These test runs are recorded, with the results, vehicles, location, and time noted.

To insure accurate readings during radar operation, the user must—

1. Choose an operating location which is not bothered by outside interference. (Interference consists of other radio signals, large metal objects, or fluorescent and neon lighting.)
2. Position the antenna as near as possible to the line of travel of the monitored traffic to reduce errors in the readings from traffic not paralleled to the radar units. (This error usually gives a slower reading than actual speed.) The radar antenna is aimed at a point in the center of the lane of traffic being checked. Usually this distance is 400 feet from the antenna.
3. Disregard readings if more than one vehicle is in the radar zone, since it is difficult to determine which vehicle is being monitored.

Generally, single vehicles within range of the radar present few problems. If several vehicles are in range, however, good judgment is required. The following are some factors to be considered:

1. The radar speed meter indicates the instantaneous speed of the fastest vehicles in range, provided it presents a reasonably large relative area to act as a reflector to the radar beam.
2. It is possible for a faster, overtaking vehicle to be screened by a larger, slow-moving vehicle through the radar-beam area. In this case the speed of the slower vehicle is represented on the speed meter.
3. The range of the radar depends largely on the reflective area of the vehicle being checked. A motorcycle at 150 feet may be out of range, while a large semitrailer or bus at 1600 feet would give a steady reading. In this situation it is concluded that the reading obtained is from the semitrailer or bus, due to the fact that after the motorcycle passed through the area being checked, a steady reading continues on the speed meter, indicating that the target is still in the radar beam.

4. Low-slung vehicles with large glass area and small vehicles make aiming of the radar beam more critical to obtain satisfactory readings.

5. Do not operate the radio transmitter while observing speed readings since this action may cause an erroneous high radar reading. Any mobile transmitter operating within approximately 50 feet may cause an erroneous reading on the high side.

6. When the radar is in operation, antennas should never be left pointed at stationary metallic objects within a distance of 4 feet from the end of the antennas. To do so may damage the mixer crystal in the radar head, causing the radar to suffer a loss of range or permanent damage.

7. Before leaving an operating location, calibration of the radar should be checked with the tuning fork and the results logged. If at a single location for a long period of time, additional calibration checks may be made. All checks should be logged for future reference.

During radar operation, usually two patrols are used: one vehicle is responsible for radar operation, the second is the apprehending patrol. Each of these units have specified duties on which successful prosecution depends.

The MAs in the car operating the radar device are responsible for the correct procedures for setting up the radar unit. These procedures include—

Voltage tests, accuracy (tuning fork), and test runs by the apprehending car through the radar net, both before and after the arrest;

Operating the equipment according to schooling and determining that it appeared to be functioning properly;

Reading the radar dial;

Description of car (as complete as possible, including license, color, make, year, and model);

Noting place and time of the violation and location of traffic/speed signs; and

Relaying information to MAs in the apprehending car. (The MAs may not tesitfy what they told the MAs in the apprehending car, since that would be hearsay and inadmissible. They merely testify as to what they observed and that they gave this information to the MAs in the pursuit car.)

Personnel in the apprehending patrol obtain and testify to—

Receipt of information concerning violator from the radar car. (They may not testify to what the radar operator told them, but merely that they received information. Then, that upon the receipt of this information, they stopped the violator.)

Speedometer reading of pursuit car if the violator was paced.

Accuracy of pursuit patrol's speedometer (factory certified or calibrated) and results of test runs through radar net before and after violator's arrest.

Description of the violator; car license number; color, make, year, and model of car.

Identification of accused as the driver of the vehicle.

Conversation with the violator (the MAs may testify they told the accused that the other MAs in the radar car radioed them that the vehicle—described as to license, color, make, model, etc., was operating at a certain speed in violation of the law and to any further conversation).

## VASCAR

In addition to radar, VASCAR is now being used by many units. This device is a small electronic computer which makes speed computation by dividing distance by time. This device can measure speeding vehicles up to 1 mile from the unit, has an operating error of less than 1.75 miles per hour, and can be operated effectively by one patrol. This latter characteristic is an advantage over the radar unit which usually must be operated by several patrols.

## MIRROR BOX

The mirror box is an L-shaped box with open ends, containing a mirror that reflects the image of a vehicle as it enters or leaves a measured course (fig. 4-10 and 4-11). Using one or two mirror boxes and a stopwatch, MAs clock the vehicle passing through the measured zone. Two factors, time elapsed and distance traveled, are used to compute the speed at which the vehicle is traveling. The operator is provided with a tally sheet on which to record the speeds of passing vehicles. This sheet contains a table that translates time and distance factors into the speed of the vehicle in miles per hour (fig. 4-12). When conducted by a man trained with this device, the tolerance may be reduced toward zero miles per hour. The steps listed below should be followed when using a mirror box.

1. Select the place. Select a straight stretch of level roadway. Measure carefully an 88- or 176-foot line of sight course at a place where the MA has an unobstructed vision of the road, but where he and the mirror box equipment are not unduly obvious to passing drivers. The site on which the equipment is to be placed should be approximately level with the surface of the road.

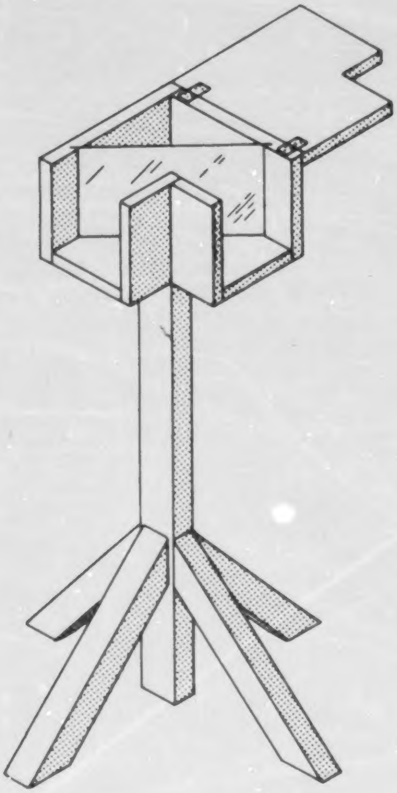


Figure 4-10.—Mirror box. 193.14

2. Determine the number of boxes. One box is suitable for measuring speeds of vehicles on the approaches to intersections and, to a large extent, in any urban location (fig. 4-13). Two boxes are recommended for use with the 176-foot course because it is easier for the MAs to see flash images in the two boxes (fig. 4-14). Two boxes used with the 176-foot course produce more accurate results, particularly when relatively high speeds are to be measured. Two boxes are also recommended when the speed of vehicles moving in both directions is to be measured.

3. Install the equipment. Each mirror box should be placed so that one open end points along an imaginary line across the roadway and the other open end points along an imaginary line along to the roadway. For daytime use, stakes should be placed on the other side of the road directly opposite each mirror box. At night, lanterns or other suitable sources of light should be placed in the same position prescribed for the stakes.

4. Station the observer. If one box is used, the observer should be at the end of the measured course away from the mirror box. He should be stationed so that he can see the flash images from the mirror box and also look directly along an imaginary line across the roadway. If two boxes are used, the observer should be stationed between the boxes so that he can observe the flash images from both mirror boxes.

5. Begin operation.

One box: As a vehicle enters the measured course, a flash image in the mirror box will be visible to the observer. He should start the stopwatch at the exact moment he sees the flash image and allow the watch to run until the front bumper of the vehicle crosses the end of the measured course. After he stops the watch, the observer should note the time it took the vehicle to run the course. He should then make a mark on the field sheet opposite the column indicating the time elapsed under the heading of the type of vehicle that was clocked.

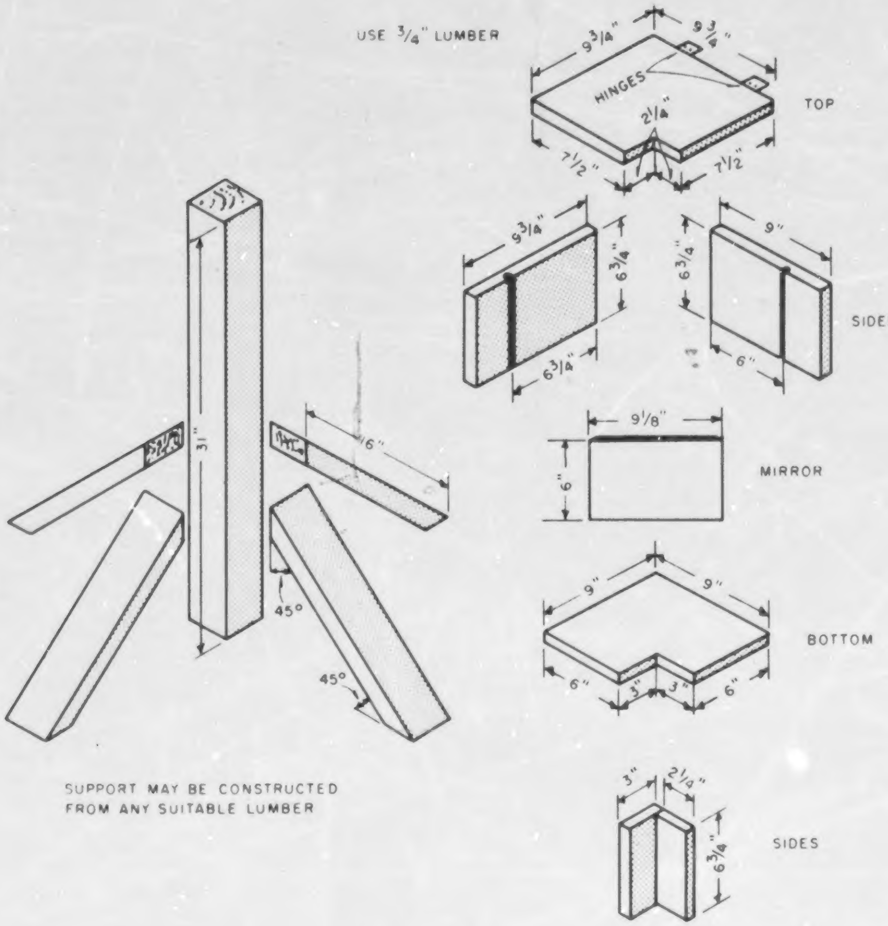
Two boxes: The observer should look in the direction from which the vehicle is approaching and observe the flash image in the mirror box. He should start the watch at the moment he observes the flash image. He should then turn and observe the mirror box at the other end of the measured course. When the flash image (made by the vehicle crossing the end of the course) appears in the mirror box, the observer should stop the watch, note the elapsed time, and record it on the field sheet.

6. If two vehicles enter the course at about the same time, the observer should clock the first vehicle only.

7. Use a mirror box. The mirror box may be used in the course of a survey to determine prevailing speeds or for the purpose of apprehending violators. When the mirror box operator has completed and recorded his calculations, he will, if apprehension is contemplated, notify other Master at Arms who have been previously positioned to make the apprehension (fig. 4-14).

## MOVING TRAFFIC VIOLATORS

Some of the most common moving traffic violations are speeding, following too closely,


USE 3/4" LUMBER
9 3/4"
9 3/4"
HINGES
2 1/4"
TOP
7 1/2"
7 1/2"
9 3/4"
6 3/4"
6 3/4"
6 3/4"
9"
6"
SIDES
9 1/8"
6"
MIRROR
9"
9"
BOTTOM
6"
3"
3"
6"
3"
2 1/4"
6 3/4"
SIDES
31"
16"
45°
45°
SUPPORT MAY BE CONSTRUCTED FROM ANY SUITABLE LUMBER

193.15

Figure 4-11.—Dimensions of a mirror box.

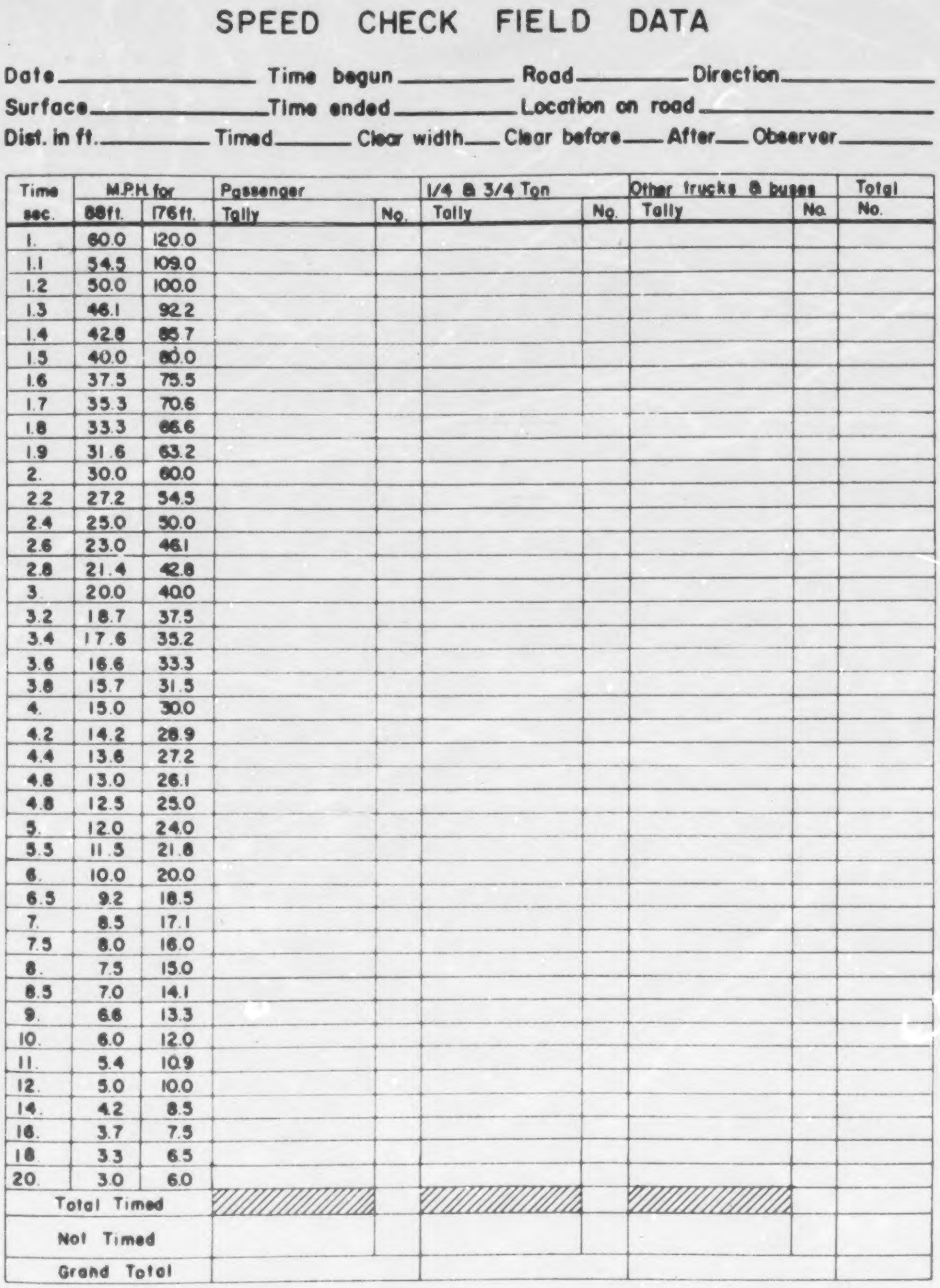
failing to yield right-of-way, executing turns improperly, disregarding stop signs or signals, and passing improperly. Master at Arms on patrol duty must be capable of handling these and other violations correctly. To do this, they must become proficient in executing the procedures for pursuing, stopping, and approaching such violators.

## PURSUING VIOLATORS

The most important consideration of the pursuit is your safety and that of the public. To begin the pursuit, the patrol enters the flow of traffic swiftly, yet safely. Overtaking the violator's vehicle is done as quickly as possible but not in a reckless manner. The patrol notifies the naval police station by radio when pursuit begins and when the pursued vehicle is stopped. All pertinent information such as make of vehicle, license number, number of occupants and their sex and location must be reported. In the event the patrol is injured, this information can assist others in apprehending the violators.

## STOPPING VIOLATORS

Selection of the place where the violator is to be stopped is largely based on safety considerations; the place should be sufficiently large to allow vehicles to park as described below. Signaling the violator to stop can ordinarily be accomplished by moderate use of lights and horn, although in some cases it may be necessary to use the siren or even to pull alongside the violator



## SPEED CHECK FIELD DATA

Date________________ Time begun__________ Road__________ Direction______________

Surface________________ Time ended__________ Location on road____________________

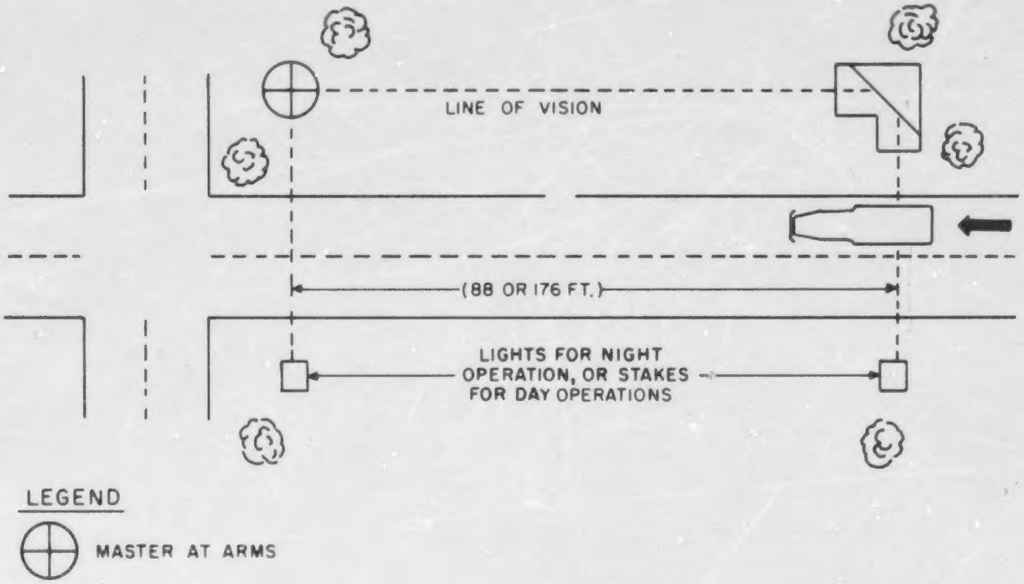
Dist. in ft.__________ Timed_______ Clear width____ Clear before____ After____ Observer__________

| Time sec. | M.P.H. for | | Passenger | | 1/4 & 3/4 Ton | | Other trucks & buses | | Total |
|---|---|---|---|---|---|---|---|---|---|
| | 88ft. | 176ft. | Tally | No. | Tally | No. | Tally | No. | No. |
| 1. | 60.0 | 120.0 | | | | | | | |
| 1.1 | 54.5 | 109.0 | | | | | | | |
| 1.2 | 50.0 | 100.0 | | | | | | | |
| 1.3 | 46.1 | 92.2 | | | | | | | |
| 1.4 | 42.8 | 85.7 | | | | | | | |
| 1.5 | 40.0 | 80.0 | | | | | | | |
| 1.6 | 37.5 | 75.5 | | | | | | | |
| 1.7 | 35.3 | 70.6 | | | | | | | |
| 1.8 | 33.3 | 66.6 | | | | | | | |
| 1.9 | 31.6 | 63.2 | | | | | | | |
| 2. | 30.0 | 60.0 | | | | | | | |
| 2.2 | 27.2 | 54.5 | | | | | | | |
| 2.4 | 25.0 | 50.0 | | | | | | | |
| 2.6 | 23.0 | 46.1 | | | | | | | |
| 2.8 | 21.4 | 42.8 | | | | | | | |
| 3. | 20.0 | 40.0 | | | | | | | |
| 3.2 | 18.7 | 37.5 | | | | | | | |
| 3.4 | 17.6 | 35.2 | | | | | | | |
| 3.6 | 16.6 | 33.3 | | | | | | | |
| 3.8 | 15.7 | 31.5 | | | | | | | |
| 4. | 15.0 | 30.0 | | | | | | | |
| 4.2 | 14.2 | 28.9 | | | | | | | |
| 4.4 | 13.6 | 27.2 | | | | | | | |
| 4.6 | 13.0 | 26.1 | | | | | | | |
| 4.8 | 12.5 | 25.0 | | | | | | | |
| 5. | 12.0 | 24.0 | | | | | | | |
| 5.5 | 11.5 | 21.8 | | | | | | | |
| 6. | 10.0 | 20.0 | | | | | | | |
| 6.5 | 9.2 | 18.5 | | | | | | | |
| 7. | 8.5 | 17.1 | | | | | | | |
| 7.5 | 8.0 | 16.0 | | | | | | | |
| 8. | 7.5 | 15.0 | | | | | | | |
| 8.5 | 7.0 | 14.1 | | | | | | | |
| 9. | 6.6 | 13.3 | | | | | | | |
| 10. | 6.0 | 12.0 | | | | | | | |
| 11. | 5.4 | 10.9 | | | | | | | |
| 12. | 5.0 | 10.0 | | | | | | | |
| 14. | 4.2 | 8.5 | | | | | | | |
| 16. | 3.7 | 7.5 | | | | | | | |
| 18. | 3.3 | 6.5 | | | | | | | |
| 20. | 3.0 | 6.0 | | | | | | | |
| Total Timed | | | ▨ | | ▨ | | ▨ | | |
| Not Timed | | | | | | | | | |
| Grand Total | | | | | | | | | |

193.16

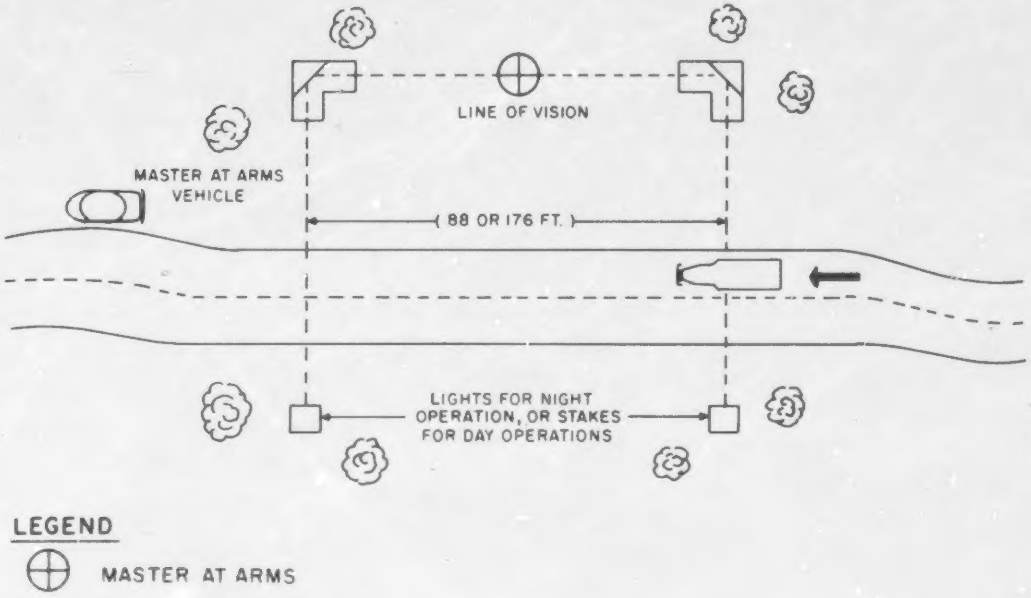
Figure 4-12.—Sample speed study field sheet.

77


LINE OF VISION
(88 OR 176 FT.)
LIGHTS FOR NIGHT OPERATION, OR STAKES FOR DAY OPERATIONS
LEGEND
MASTER AT ARMS

193.17

Figure 4-13.—Location of one mirror box and Master at Arms.


LINE OF VISION
MASTER AT ARMS VEHICLE
88 OR 176 FT.
LIGHTS FOR NIGHT OPERATION, OR STAKES FOR DAY OPERATIONS
LEGEND
MASTER AT ARMS

193.18

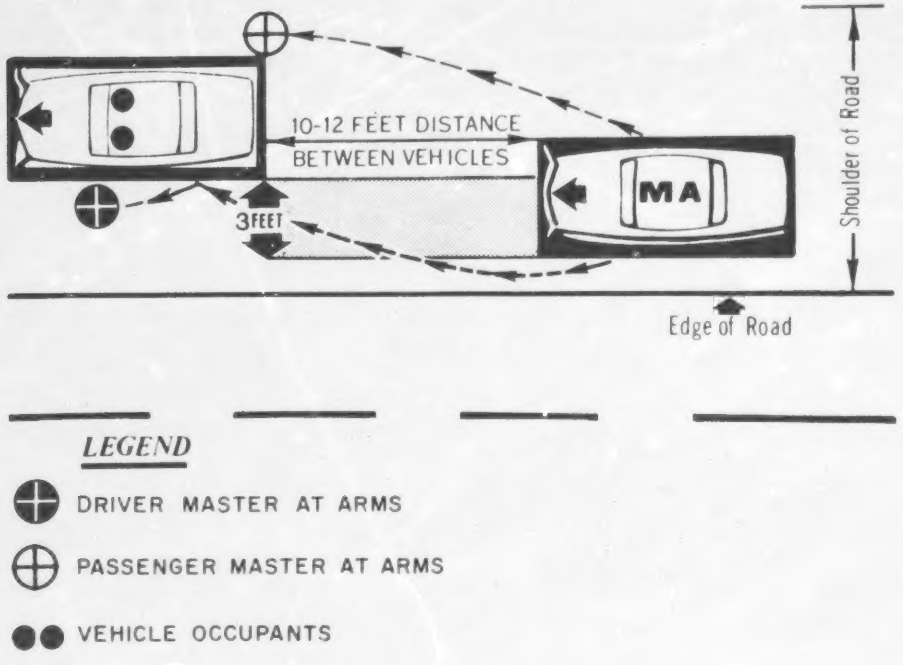
Figure 4-14.—Location of two mirror boxes and Master at Arms.

78

and give oral directions. Care should be taken when using the siren because some drivers become excited and confused. Some drivers react unexpectedly and without due caution which, in turn, endangers other drivers including the police patrol. When the violator has been stopped, park your vehicle approximately ten to twelve feet (1 car length) to the rear, and off-set three feet to the left of the stopped violator's vehicle (fig. 4-15). With the patrol vehicle in this position, you are protected to a degree from oncoming traffic when alongside the violator's vehicle, and if the violator attempts to ram the patrol car, evasive action can be taken to avoid being struck. When leaving the vehicle, warning lights are left on to alert other drivers of impending danger. When it becomes necessary to stop a violator on a major highway or freeway, both vehicles are pulled off the road surface and onto the shoulder of the road as far as possible to avoid being struck by moving traffic.

## APPROACHING VIOLATORS

When a vehicle is stopped for a traffic violation, the Master at Arms who approaches the traffic violator exercises courtesy and tact. He is impersonal in his relationship with the violator and avoids being harsh, surly, or sarcastic. He identifies himself, informs the traffic violator of the reason for his being stopped, asks for his driver's license and identification card. Identification of both the MA and the violator is important. When the individual produces his identification card, the MA accepts only the credentials and refuses to take the billfold if it is offered to him. The reason is that the violator might later accuse the patrolman of taking money or other valuables from the billfold. The method of approaching the traffic violator depends on the number of patrolmen (1 or 2) and number of passengers in the



193.19

Figure 4-15.—Correct position of the MA sedan in relation to the violator's vehicle, and approach to the violator's vehicle.

violator's vehicle. Recommended procedures are as follows:

### Front Seat Occupied Only

The driver and rider approach the violator's vehicle from the left and right respectively (fig. 4-15). The Master at Arms on the passenger side stops at the right rear of the violator's vehicle. From this position he can observe the occupants of the vehicle and can act as a protective cover for the driver. The driver proceeds to the front edge of the driver's (violator's) door and upon checking the rear seat and floor, keeps the violator in sight at all times. While speaking to the violator, the Master at Arms driver stands approximately 2 feet from the vehicle and in line with the front edge of the driver's (violator's) door, facing the violator. This position prevents him from being struck by the door if it is suddenly opened and enables him to observe the violator's movements and oncoming traffic.

### Front and Back Seats Occupied

The driver and rider approach the violator's vehicle from the left and right respectively as above. The MA driver proceeds to the front edge of the driver's (violator's) door, checking the front seat and floor. He then positions himself at a location approximately center of the violator's vehicle. From his position he can observe any actions of the occupants of both the front and rear seats.

### Vehicle Approach by a Single Patrolman

The method of approach to the violator's vehicle will change when patrolmen are patrolling alone. When alone, upon stopping the violator, the patrolman exits his vehicle, walking up to the vehicle, stopping long enough to observe the back seat and floor. He then proceeds to the front edge of the violator's door. When there are occupants in the rear seat, the patrolman stands at a location approximately center of the violator's vehicle; this will allow an unobstructed view of both the front and rear seats.

### Violator's Exit From Vehicle

In situations where it is necessary to have the violator dismount, the Master at Arms opens the driver's (violator's) door, if traffic conditions allow, moving backwards with the swing of the door. The violator is required to move around the front of his vehicle, with the MA following, and is directed to stand on the curb or sidewalk at the right front of his vehicle. If the traffic conditions warrant, and the vehicles are parked in a manner which would endanger both the MA and the violator, both exit their vehicles from the right side, away from the line of traffic. Whether exiting from the right or left, caution is always used when approaching the violator to insure the safety of the Master at Arms.

Next, the Master at Arms takes the appropriate enforcement action without wavering because of excuses or "reasons" for the violation, or by letting the violator's personality or persuasion change his intended action. The action is completed when the violator is allowed to proceed, or in the case of a serious violation is apprehended and accompanied to the naval police station.

When the appropriate action is complete, the violator's documents are returned to him one by one; an example is—

"Sir, here is your ID card, here is your license, and here is your registration. This is an Armed Forces Traffic Ticket, would you please note the instruction on the reverse side. Thank you, sir. Good Morning."

If the violator is permitted to proceed under his own recognizance, the Master at Arms assures that the violator's vehicle returns safely into the flow of traffic. Ideally, the violator's vehicle should be allowed to enter the flow of traffic without police control when a safe opportunity occurs. When traffic is so heavy as to preclude this, the Master at Arms stops traffic to allow the vehicle to proceed safely.

## DISPOSITION OF ABANDONED, RECOVERED OR IMPOUNDED VEHICLES

Consideration must be given to disposition of motor vehicles involved in offenses and incidents. Motor vehicle disposition decisions will be made by the chief of the watch or higher authority, within the following guidelines.

### GOVERNMENT VEHICLES AND CONTENTS

Protection of Government property, abandoned, recovered, or impounded is as much an inherent responsibility of the Master at Arms as is the custody and protection of persons. Any time that a Government vehicle operator is taken into custody, whether it be by civil police or by a Master at Arms, the MA will immediately take action to secure and maintain custody of the vehicle and contents until it can be returned to the operator or released to the organization of assignment. DA Form 19-31, Military Police Receipt for Property will be completed, signed, and processed. The receipt will include a detailed description of the vehicle, its contents, and all damage thereto. In addition, the Incident/Complaint report (DD Form 1569) will contain an accounting of the vehicle.

### PRIVATELY-OWNED VEHICLES AND CONTENTS

Master at Arms normally will not accept custody of or responsibility for a privately-owned vehicle. In all cases involving an offense by a military operator, whether the offense is civil or military, the operator will be afforded an opportunity to park and lock the vehicle at the nearest legal public parking space. In cases where the operator is a victim of circumstances beyond his control (traffic accident, illness, etc.) Master at Arms will take action to ensure that the vehicle is impounded or otherwise properly disposed of by civil police; or to ensure it is left locked and legally parked when impounding or other removal would not be appropriate.

## VEHICULAR ESCORTS

Masters at Arms may be called upon to provide vehicular escorts. The degree of success or failure of these escorts is in direct proportion to the planning that precedes its execution. A comprehensive Standard Operating Procedure (SOP) facilitates planning and provides guidance in various situations in the absence of orders. It is imperative that SOPs be developed as a point of departure with flexibility to include nonstandard elements of anticipated movements.

Vehicular escort commitments submitted to headquarters will be routed immediately to the operations officer, who reviews all commitments and coordinates with the chief of the watch to assign adequate personnel and equipment for the escort. The chief of the watch briefs all escort personnel with detailed information concerning date and time, escort route, escort size, pick-up point, destination, and identity of convoy commander.

The chief of the watch ensures that escort personnel conduct adequate route reconnaissance (time permitting) to familiarize themselves with the primary as well as alternate routes. He monitors escort progress of all movements involving critical or sensitive material and informs operations of pertinent occurrences during escort.

During the escort, patrolmen ensure convoy discipline using the following guidelines:

(1) Highway lanes utilized are based on least frequent number of exits.
(2) A steady speed is maintained to promote good convoy discipline regarding interval and convoy closing time.
(3) The convoy does not stop for disabled vehicles; inform dispatcher of location who will arrange for wrecker service.

The patrolman will inform headquarters upon completion of escort.

Placement of escort vehicles in convoy will be determined by officer in charge or petty officer in charge of escort; a Master at Arms vehicle, however, always lead escorted units. Escort speed will be regulated to posted limits based on weather, condition of road, and coordination with the escort OIC/POIC.

## PATROLS ASHORE AND AFLOAT

Masters at Arms on foot patrol are assigned in pairs. Experienced or senior men should be teamed with juniors for each foot patrol. When a permanent patrol is augmented, men from the augmenting patrol should be teamed with men from the permanent patrol. Foot patrols are assigned to cover definite beats; beats in areas popular with liberty parties are shorter than those in less frequented areas. It is a good policy to prescribe the route for each patrol to follow when proceeding to and returning from its assigned beat. This route should pass through areas most frequented by liberty parties, assuring more complete coverage of an area.

### PATROL DUTIES ASHORE

Following are some of the primary duties of Masters at Arms when assigned patrol duty ashore.

1. Render assistance to members of the Armed Forces. You should be able to supply information on curfew, out-of-bounds areas and establishments, uniform regulations, lodging accommodations, transportation and recreational facilities and locations of hospitals or other medical treatment centers.

2 Maintain good order and discipline among military personnel and apprehend all unauthorized absentees (and other offenders as necessary).

Strive to anticipate and prevent trouble. In situations which will obviously result in disorder, take preventive measures before apprehension becomes necessary. Quiet, friendly words of advice often are sufficient to prevent a situation from getting out of hand. Above all, control your temper. If you let taunts or curses overcome your self-control, you only aid development of the situation you are trying to prevent. Should it become necessary to apprehend an unruly person, do so as quietly and expeditiously as possible.

Do not permit yourself to become involved in an argument. You can help restore order and maintain discipline by demanding strict compliance with orders, rules, and regulations, but be tactful in exercising your authority. You must also be tactful and patient with men who have had too much to drink. Some men in such a condition tend to become belligerent. If they persist in their attitude after you have talked to them, you can cancel their liberty and send them back to their duty station, or you can apprehend them and take them to patrol headquarters.

When you apprehend an unauthorized absentee, you have two courses of action (except in the case of deserters, who will always be taken to patrol headquarters). If the man presents a neat and orderly appearance, and can furnish reasonable evidence that he is returning to his station, you should permit him to proceed. Reasonable evidence is his possession of a ticket to the proper destination, his presence in a bus or railroad depot awaiting transportation, or actually on the train or bus. Avoid detaining him to the extent he misses his transportation. If, on the other hand, you are reasonably certain he will not, or cannot, comply with orders to return to his command, take him to patrol headquarters where arrangements will be made for his return.

3. Report conditions or practices that appear prejudicial to the welfare of military personnel.

Activities of the foot patrol should be coordinated with those of the local civil police officers on their beats. Whenever possible, arrangements should be made with the local police for delivering members of the Armed Forces (charged with minor offenses) to the Master at Arms instead of holding them for trial in civil courts. However, no member of the Armed Forces who has been or is being arrested by civil police can be apprehended by a member of the Master at Arms. Off base law enforcement is mainly the responsibility of civil police.

The Master at Arms has concurrent jurisdiction with the civil police over all members of the Armed Forces. That is, both the MA and the civil police have the power to apprehend service personnel. Where the MA and civil police simultaneously see a serviceman who is in the act of committing or has just committed a felony, civil police take him into custody. However, if the MA already has apprehended a man accused of committing a felony, the prisoner should not be surrendered to the civil police until an order to do so is received from higher authority, or until proper legal steps are taken by the civil police to obtain custody.

### Private Establishments

Except in unusual circumstances, Masters at Arms are never posted inside private establishments in the United States. Frequent patrols may be made of such establishments, however, if they are frequented by numerous service personnel.

Be alert for signs of uncleanliness or violations of sanitation and fire laws by restaurants, taverns, or dance halls patronized by service personnel. If any violations are found (a filthy head, for example) notify your duty officer and also the owner of the establishment.

Always be on the lookout for fire hazards. If you find anything that could start a fire or that would burn readily, notify the owner or manager of the place of business and ask him to remove the hazard. If he refuses to comply with your request, notify headquarters. Check all exits to see that they are marked properly, are unlocked, and that they open outward. Exits should be sufficient in number to permit all people in the establishment to escape in the event of fire.

Remember that, as a Master at Arms, you are concerned not only with the health and welfare of service personnel, but also with the health and welfare of civilians within your area of duty. If you make a careful inspection and turn in an unfavorable report, you may make a few enemies, but you may save many lives.

You must not become too friendly with the proprietor or employees of a restaurant or any similar place of business. Under no circumstances should you, as a member of the Master at Arms, request or accept any special gifts or favors. Always pay the regularly established prices for your meals.

You have the authority to order all service personnel to leave an establishment when you believe it is absolutely necessary. Ordinarily, you should phone the duty officer first, but an emergency may require that you act without delay on your own authority. For example, if it appears that a free-for-all is imminent, and the situation is so critical that there seems to be no other solution, your duty is to take immediate and positive action by ordering all service personnel to vacate the premises. When such an incident occurs, you should make a complete report to the duty officer as soon as possible, stating the action taken and the reasons therefore.

During liberty hours, establishments with questionable reputations should be checked frequently and at irregular intervals. At closing time, it may be desirable to assist in securing taverns in order to prevent or stop arguments by service personnel unwilling to leave.

Complaints of overcharging, shortchanging, misrepresentation, or other illegal or shady practices should be investigated. If the complaints continue, notify the patrol officer. The continuance of such practices can lead to the establishment being placed off limits.

### Off-Limits Areas

Outside the continental limits of the United States, you will find numerous places and areas that have been placed off-limits. When you are assigned duties overseas, you will be informed of these establishments and areas that are off-limits to service personnel. Included in this category are all houses of prostitution, establishments that are off-limits to the armed services of the country you are visiting, and sacred grounds. In addition, while you are performing your duties as a Master at Arms, you should report promptly to the senior patrol officer those public establishments, restaurants, bars, etc., or any other place where the management permits the overindulgence in alcoholic liquors by its customers, encourages prostitution in or about the premises, or fails to cooperate to the upmost with military authorities in maintaining good order and discipline among service personnel.

### DUTIES AFLOAT

Aboard ship the Chief Master at Arms is responsible to the executive officer for maintaining good order and discipline. To assist him he has a number of Masters at Arms (MAAs), usually one from each department, who normally are assigned to the MAA force for a period of 6 months. It is the responsibility of the MAA force to inspect the ship to ensure there are no unauthorized persons aboard prior to the ship getting underway.

The MAAs enforce Navy and ship regulations, ensure the crew turns out for all hands evolutions and at reveille, enforce silence after taps, and maintain order in departing and returning liberty parties and in mess, pay, and store lines. They muster restricted men and supervise men performing extra duty and the rigging and unrigging for church, movies, and other special functions, make frequent inspections of the ship (particularly after sweepdowns), and escort the commanding officer and executive officer on inspections.

To be a good MAA requires tact, common sense, and a knowledge of ship regulations. You must always be in a clean and proper uniform. A MAA is much like a policeman—you must be friendly and courteous to all, but you must enforce regulations without favor to anyone.

## COMMUNICATIONS

Radio is the primary means of communications used to control Master at Arms activities. Most operations consist of a base station and a number of mobile units. Most of the radios in naval police units are frequency modulated voice radio sets. Only voice communications can give the quick transmission, quick response type of communication necessary for command control of highly mobile patrols. Another important reason for the use of voice FM radio is the comparative ease of training personnel to use the equipment.

Various types of radiotelephone or voice transmission equipment may be authorized for MA operations. This equipment is obtained through normal supply channels or purchased from commercial communications companies. Such equipment includes fixed or transportable base station, mobile two-way radio sets, portable sets, and portable man-pack transmitting and receiving equipment.

### BASE STATION

A base station consists of a fixed or transportable radio transmitter and receiver capable of sending and receiving voice messages to and from other radios on the same net. Fixed base stations may be installed at any location on the base; when installed outside of MA headquarters, however, such stations are operated by one or more remote control units. Transportable sets are small, self-contained units that can be operated on internal batteries or a 110-volt power source.

### MOBILE TWO-WAY SETS

Mobile two-way radio sets consist of a radio transmitter for sending messages and a radio receiver for receiving them. Installed as an operating unit in a motor vehicle, a set provides two-way voice communication with the base central station and all other stations in the net. The sets are used in the law enforcement and protection functions of an MA unit. The sets enable each patrol to keep in constant touch with MA headquarters and with other patrols of the unit. They provide direct communication with other patrol cars when investigating crimes and reporting traffic and other public safety conditions. They are used to request immediate assistance in an emergency.

Since a two-way radio communication system consists of a base station and one or more mobile units, or patrol cars in the MA net, all sets in the net must operate on the same frequency.

## PORTABLE COMMUNICATION SET

The unit equipment allowance list should include an authorization for portable communications equipment. This equipment is a compact, low-power set used for voice transmission over short distances. It is designed to transmit and receive radio signals on any one of a number of operating frequencies.

The effective range of a typical set is approximately 1 mile. MA personnel assigned patrol duty in controlled areas or at protected posts use sets of this type to communicate directly with MA headquarters. In disasters or emergencies, this equipment can be used to direct operations.

Messages and instructions are transmitted and received by voice on the same operating frequency. Detailed instructions for operation of portable communication sets are described in the operating manual for the specific equipment authorized. A copy of these instructions is issued along with the equipment.

## PORTABLE MAN-PACK

Another type of communications equipment which may be authorized a Master at Arms unit is a portable man-pack radio set, which is used to transmit and receive voice messages in field operations. The operating range of a typical man-pack set is approximately 3 miles.

Authorization for and employment of portable man-pack radio equipment necessarily depends upon specific requirements of the MA unit. Sets of this type are designed for man-pack operation in which the equipment is pack-mounted and carried by an operator, but it can be installed in a patrol car and used for vehicular operation. This equipment usually is used in the protection or law enforcement function of the unit.

Personnel equipped with a portable man-pack usually operate as part of a communication system or MA net. All stations in the system or net send and receive voice messages on the same operating frequency.

## TRANSMISSION PROCEDURES

When correctly employed, certain operational and procedural practices facilitate transmission and reception of messages. Masters at Arms using radio communication equipment must know these operating practices (transmission procedures).

### Net Organization

Radiotelephone is the transmitting medium most frequently employed in MA operations. In these operations, all stations comprising a net transmit and receive on the same operating frequency. A minimum of two stations is necessary to form a radio net. In a net of three or more stations one is designated net control station. The net control station (NCS) is sometimes referred to as the base station, central station, or fixed station. In MA operations, the NCS is usually located at headquarters. The primary function of the NCS is to control patrols. It also maintains circuit discipline and ensures that subordinate stations conduct operations in accordance with prescribed operating procedures.

### Call Signs

Each radio station is assigned a call sign consisting of a combination of letters and/or numbers to identify units without disclosing names or locations. It is used when any station in the net desires to contact any other station in the net.

### Prowords

Prowords are used in radiotelephone communications to shorten transmission time and to facilitate message reception. Each authorized proword has a specific meaning. See figure 4-16 for authorized prowords and their explanations.

### Phonetic Alphabet

Speech transmitting techniques used in radiotelephone communications are extremely important.

| *PROWORD* | *EXPLANATION* |
|---|---|
| **Acknowledge** | Let me know that you have received and understood this message. |
| **Affirmative** | Yes. *Or*, Permission granted. |
| **All After** | The portion of the message to which I have reference is all that which follows. |
| **All Before** | The portion of the message to which I have reference is all that which precedes. |
| **Break** | I hereby indicate the separation of the text from other portions of the message. |
| **Cancel** | Cancel my transmission (identification).<br>(Not to be confused with the Proword DISREGARD THIS TRANSMISSION) |
| **Disregard This Transmission** | This transmission is in error. Disregard it. (This proword must not be used to cancel any message that has been completely transmitted, and for which receipt or acknowledgment has been received. |
| **I Read Back** | The following is my response to your instructions to read back. |
| **Go Ahead** | Proceed with your message. |
| **I Say Again** | I am repeating transmission or portion indicated. |
| **I Spell** | I shall spell the next word phonetically. |
| **I Verify** | That which follows has been verified at your request and is repeated. (To be used only as a reply to VERIFY.) |
| **Message Follows** | A message which requires recording is about to follow. Transmitted immediately after the call. |
| **Negative** | No. *Or*, Permission not granted. *Or*, That is not correct. |
| **(Call Sign) Out** | This is the end of my transmission to you and no answer is required or expected. |
| **Over** | This is the end of my transmission to you and a response is necessary. Go ahead. Transmit. |
| **Read Back** | Repeat all of the specified part of this message back to me exactly as received. |
| **Relay (To) or For** | Transmit this message to all addresses or to the address designations immediately following. |
| **Roger** | I have received your last transmission satisfactorily. |
| **Say Again** | Repeat all or the following part of your last transmission. |
| **Silence** | Cease transmission immediately. Maintain silence until instructed to resume. |
| **Silence Lifted** | Silence can be lifted only by the station imposing it or higher authority. |
| **Speak Slower** | Your transmission is at too fast a speed; reduce speed; reduce speed of transmission. |
| **Stand By** | (Self-explanatory.) |
| **That Is Correct** | You are correct, or what you have transmitted is correct. |
| **This Is** | This transmission is from the station whose designation immediately follows. |
| **Time** | That which immediately follows is the time or dateline group of the message. |
| **Unknown Station** | The identity of the station with whom I am attempting to establish communication is unknown. |
| **Verify** | Verify entire message (or portion indicated) with the originator and send correct version. (To be used only at the discretion of or by the addressee to which the questioned message was directed.) |
| **Wilco** | I have received your message, understand it, and will comply. (To be used only by the addressee. Since the meaning of ROGER is included in that of WILCO, the two prowords are never used together.) |
| **Wait** | I must pause for a few seconds. |
| **Wait Out** | I must pause longer than a few seconds. |
| **Word After** | The word of the message to which I have reference is that which follows. |
| **Word Before** | The word of the message to which I have reference is that which precedes. |
| **Words Twice** | Communication is difficult. Transmit(ing) each phrase (or each code group) twice. (This proword may be used as an order, request, or as information.) |
| **Wrong** | Your last transmission was incorrect, the correct version is .... |

193.20

Figure 4-16.—Standard prowords for Master at Arms radiotelephone communications.

MA personnel must be sure their transmissions are readily understood. The achievement of this aim requires that:

1. The transmitting operator pronounce each word clearly and distinctly.
2. The operator speaks at an even rate of speed, slightly slower than that used in normal conversation.
3. The speaking volume be maintained at a constant conversational level.
4. Words which are normally difficult to understand in radiotelephony, or abbreviations and other groups of letters, should be transmitted by using the phonetic alphabet (see Fig. 4-17). Since transmission of phonetic spelling is rather lengthy, limit its use to cases where correct reception is critical. Also carefully pronounce numerals.

Series Code

The 10-series radio code consists of numbers with each code number assigned a specific meaning or message. This code has particular application to the functions of MA units. Its purpose is to shorten radio transmissions. The standard 10-series radio call code for MA operations is shown in figure 4-18. Other codes may be added as required to meet local needs.

## FEDERAL COMMUNICATIONS COMMISSION (FCC)

The FCC was created by the communications act of 1934 as an independent agency to regulate interstate and foreign commerce in communications by wire and radio. Military radio transmissions are subject to monitoring by the FCC. Supervisors and Master at Arms personnel whose duties require them to operate radio equipment should be acquainted with practices prohibited by the FCC. In carrying out its responsibilities, the FCC specifically prohibits:

1. Use of profane or obscene language over the air.
2. Transmission of superfluous, false, or deceptive signals or communications.
3. Transmissions not in accordance with the limitations of a station license or [illegible] unlicensed station.
4. Transmission by unauthorized operators.

The chief of the watch should monitor and inspect all communication systems while on duty to ensure:

1. Compliance with orders and prescribed doctrine and policy.
2. Adherence to regulations of the FCC.
3. Efficiency of operations in the accomplishment of assigned mission.
4. Use of correct phraseology and radio procedures.
5. Proper maintenance of radio logs.
6. That all radio equipment is in operating condition and that necessary repairs are made by qualified personnel only.

| Letter | Phonetic equivalent | Spoken as— |
|---|---|---|
| A | ALFA | AL FA |
| B | BRAVO | BRAH VOH |
| C | CHARLIE | CHAR LEE |
| D | DELTA | DEL TAH |
| E | ECHO | ECK OH |
| F | FOXTROT | FOKS TROT |
| G | GOLF | GOLF |
| H | HOTEL | HOH TELL |
| I | INDIA | IN DEE AH |
| J | JULIETT | JEW LEE ETT |
| K | KILO | KEY LOH |
| L | LIMA | LEE MAH |
| M | MIKE | MIKE |
| N | NOVEMBER | NO VEM BER |
| O | OSCAR | OSS CAH |
| P | PAPA | PAH PAH |
| Q | QUEBEC | KAY BECK |
| R | ROMEO | ROW ME OH |
| S | SIERRA | SEE AIR RAH |
| T | TANGO | TANG GO |
| U | UNIFORM | YOU NEE FORM |
| V | VICTOR | VIK TAH |
| W | WHISKEY | WISS KEY |
| X | XRAY | ECKS RAY |
| Y | YANKEE | YANG KEY |
| Z | ZULU | ZOO LOO |

| Number | Spoken as— |
|---|---|
| 1 | WUN |
| 2 | TOO |
| 3 | THUH-REE |
| 4 | FO-WER |
| 5 | FI-YIV |
| 6 | SIX |
| 7 | SEVEN |
| 8 | ATE |
| 9 | NINER |
| 0 | ZERO |

17.20

Figure 4-17.—Phonetic alphabet.

10 SERIES

10-1 Call __________ by telephone.
10-2 Meet __________ at __________.
10-3 Report or proceed to __________.
10-4 Message or transmission understood.
10-5 Repeat last transmission.
10-6 Standby (or standing by) at __________. Maintain radio contact.
10-7 Out of service at __________.
10-8 In service.
10-9 Accident at __________.
10-10 Ambulance needed.
10-11 Wrecker needed.
10-12 Send civil police to __________.
10-13 Policeman in trouble at __________.
10-14 EXPEDITE:
  Code 1 – Proceed with red light only. Do not exceed authorized speed limits. Use extreme caution at intersections.
  Code 2 – Proceed with red light and siren. Do not exceed authorized speed limits. Use extreme caution at intersections.
10-15 Civil disturbance at __________. (Remain clear of area unless otherwise directed).
10-16 Fight in progress at __________.
10-17 Drunk or disorderly at __________.
10-18 AWOL or DESERTER at __________.
10-19 Victim of larceny, assault or robbery at __________.
10-20 Suicide, Homicide or other fatality at __________.
10-21 Domestic trouble at __________.
10-22 Armed man at __________.
10-23 Morals case at __________.
10-24 Pick up __________ at __________.
10-25 Estimated time of arrival (ETA) or departure (ETD).
10-26 Prepare to make written copy.
10-27 Meal break.
10-28 Latrine/Head break.

193.21

Figure 4-18.—Standard 10-series radio call code for Master at Arms operation.

## NATIONAL CRIME INFORMATION CENTER

The National Crime Information Center (NCIC) is a computerized information system established by the Federal Bureau of Investigation (FBI) as a service to all law enforcement agencies—local, state, and Federal. The system operates by means of computers and data transmission over communication lines. Its objective is to improve the effectiveness of law enforcement through the more efficient handling and exchange of documented police information.

The NCIC makes centralized criminal data rapidly available. Patrol tactics and investigative habits must be reviewed in light of this development if the system is to attain optimum use. The success of the system will depend on the extent to which patrols and investigators intelligently use it in day-to-day operations.

Master at Arms units may participate in the NCIC system in conjunction with other law enforcement agencies. The system affords timely police information regarding wanted persons and stolen automobiles, boats, license plates, weapons, and other identifiable property.

## TRAFFIC SUPERVISION

On shore installations the responsibility for traffic supervision may be assigned to the senior Master at Arms attached to the unit. This is mainly an administrative function, whatever the title may be (e.g., Security Officer, Law Enforcement Officer, or Traffic Court Judge) of the person charged with base motor vehicle traffic supervision. The applicable directive for this is OPNAVINST 11200.5A. This directive should be referred to for specific information concerning such items as:

1. Registration and driver records.
2. Driving privileges, including revocation and supervision.
3. Traffic supervision and accident investigations.
4. Assessment of points resulting from violations.

Installation commanders will determine which procedures will be used in the disposition of cases involving traffic violations through administrative or judicial actions consistent with the provisions of the UCMJ. For persons not subject to UCMJ, traffic violations may be handled administratively or referred to the United States Magistrate for disposition.

## COMMUNITY/HUMAN RELATIONS

When on duty, the Master at Arms should make every effort to earn (and deserve) respect by performing his duties in an efficient and courteous manner. Careful attention to your bearing and conduct will enable you to perform your work more easily and more effectively. Regardless of any provocation, never be gruff or sarcastic while performing your duties.

Your every act while on duty influences the attitude that is developed toward you and what you represent. You must convey an impression of competence by the way you perform your duties. Otherwise, you cannot command respect or confidence, nor can you obtain the necessary prompt and proper compliance with your directions. You have to be firm at times, but avoid unwarranted conduct and remarks that engender irritation and antagonism.

Observe the following specific conduct rules while performing your duties:

1. Be alert, orderly and courteous.
2. Be friendly and tactful.
3. Be sufficiently disciplined to control temper.
4. Display pride and interest in your duties.
5. Give assistance and information in a cheerful and willing manner.
6. Treat all persons fairly and impartially.
7. Be firm without being officious or overbearing.

## OTHER LAW ENFORCEMENT AGENCIES

A close working relationship is necessary between the Master at Arms and his counterparts representing the other services which may be located in the Master at Arms area of jurisdiction. The Army, Marine Corps, Air Force and Coast Guard are usually represented in their local areas by their own military police type of organization, except in areas where there is an Armed Forces Police Detachment which consists of and represents all services.

A mutual understanding of common problems, close friendly relations and working agreements should be sought by the Master at Arms with local, state, county, and municipal law enforcement agencies; the coordination of Master at Arms activities, particularly with regard to the custody, detention, and disposition of military personnel held by civil authorities or desired by civil authorities must be coordinated through headquarters and local/state officials. In Master at Arms operations in civil communities, such as town patrolling, it may be desirable to operate a branch MA headquarters at the civil police headquarters.

Some of the other local agencies or officials, in addition to the local police or sheriff departments, with whom the Master at Arms may have occasion to maintain contact are the local courts, city and county attorneys or prosecutors, coroners, and medical examiners.

Civilian policemen are capable, hardworking, conscientious, honest men. The police chief is a capable professional man with many years experience in dealing with people and law enforcement problems. Master at Arms units must have cooperation with the local civil police, for both are working toward the same goal. The relationship between the two must be one of mutual respect and cooperation and must be cultivated from the top between headquarters and the police chief down through the Master at Arms and patrolman. Master at Arms headquarters, after conferring with the police chief, will establish policies to guide you in dealing with civil police. Such policies generally will include the following:

1. Treat all civil police superior officers as though they were commissioned officers in the military service. They should always be addressed by their rank, and no undue familiarity should take place between the Master at Arms and an officer in the police department.
2. Do not loiter in the civil police station.
3. Do not gossip about police activities.
4. Recognition of detectives on the job outside of the station is not permitted in most civil police departments unless the detective speaks first. This is to prevent the compromise of a case or situation by alerting those around him that he is known by police personnel.
5. Be familiar with the police departments manual of procedures.

## PATROLLING WITH OTHER PERSONNEL

Under exceptional circumstances where your commander has entered into a mutually acceptable agreement with local authorities, you may patrol with civil police to keep to a minimum conduct by military personnel which is prejudicial to good order and military discipline. Only experienced personnel of mature judgment and thoroughly familiar with this agreement and the implications involved in violating the terms of the Posse Comitatus Act will be selected for this duty. You will accompany civil police for the sole purpose of enforcing the UCMJ among persons subject to it. You remain under the command of, and are directly responsible to, your military superior and you will exercise no authority over the civil police or the civilian populace. In case of misconduct or apparent law violation, no action will be taken by you unless in self-defense or the individual concerned has been identified as a member of the military service.

You may be assigned to patrol jointly with Army, Marine, Air Force, or Coast Guard personnel. In this situation, each member is exercising a common military authority derived from the same source. By agreement among the secretaries of the Army, Navy and Air Force, the authority of Master at Arms and the enforcement personnel of other services is extended to include all members of the Armed Forces, regardless of their particular service. A similar situation is encountered when you are assigned to duty with an Armed Forces Police Detachment.

## FOREIGN NATIONAL POLICE

On different assignments you will work directly or indirectly with foreign national policemen. The national police are very capable and will usually go out of their way to assist you.

## APPEARANCE AND CONDUCT

As a Master at Arms you must always be outstanding in appearance, and your conduct and behavior above reproach. You must continually avoid actions and attitudes which hurt community relations, and remember to do those things which constitute good police work and create an impression of competence and service in the community's eye and mind.

The Master at Arms on duty at the gate of a naval base, or on patrol, represents to the public all commands of the Navy. For this reason, personal cleanliness, neatness, demeanor, and bearing are of special importance. Uniforms must always be neat and clean. Equipment of all kinds, including vehicles, must also be kept clean and in good repair.

Masters at Arms, while on duty, are constantly in the community view. Therefore, it is imperative that your actions on duty avoid developing hostilities on the part of the community. The following procedures will contribute to the overall community relations program.

1. Do not smoke while in the public view.
2. Limit conversations with the public. Many civil police agencies limit informal conversations to 3 minutes.

3. Do not loiter, lean, or wander aimlessly.
4. Learn the proper methods for handling incidents and spectators at the scene of incidents. This is an effective method of gaining community confidence and good will.
5. Do not appear to the community to be "punishing" violators. Remember this is the job of the courts, not the Master at Arms.
6. When driving police vehicles, use restraint in emergencies, caution in danger, and drive slowly while on routine patrol.
7. Be courteous and professional when talking on the telephone.
8. The proper use of a notebook lends an air of professionalism to the Master at Arms.

## CHAPTER 5

# INVESTIGATIVE MATTERS AND TECHNIQUES

This chapter covers the basic procedures applied by the investigator to bring an investigation to a successful conclusion. Techniques of investigative operational management are also discussed to assist the supervisor in coordinating the total investigative effort of the unit.

### SEARCH AND SEIZURE

A search is the examination of a person, property, or premises to uncover a crime or criminal intent such as stolen goods, burglary tools, weapons, or other evidence. A seizure is the taking of such items by authorization for evidence at a court-martial. Master-at-Arms are responsible for conducting searches of persons, property, or areas within jurisdictional limitations in accordance with provisions of applicable laws, therefore, it is necessary to understand who is authorized to order a search, when a search is legal without prior authority, and the technique for conducting a search. This knowledge is very important; and illegal search and seizure renders any evidence obtained inadmissible at a court-martial. Women offenders are not subject to bodily search except by other women members of the Armed Services, or by female civilian law enforcement officers. A male Master-at-Arms may search only a female suspect's handbag, overcoat, or luggage.

### SEARCH WITH PRIOR AUTHORITY

A commanding officer can authorize a search if the property is located in an area over which he has jurisdiction. A commanding officer can delegate his authority to order searches. In general, the delegation is limited to those persons whose rank, experience, duties, responsibilities, and discretion ensure careful consideration in excercising the delegated authority. The authority to order searches is not usually delegated to individuals primarily engaged in criminal investigation or police work.

#### Off Base

The Fourth Amendment to the Constitution protects people from unreasonable searches and seizures. In most cases, search warrants are required. If a MA wishes to have the off-base home of a person subject to the UCMJ searched, then strict compliance with the State or Federal Law is required.

Master-at-Arms cannot personally obtain search warrants to search off-base quarters of military personnel, and the commanding officer's authority to search does not apply off-base. Search warrants must be obtained by State or Federal authorities from a State or Federal court of record. The civil authorities must show cause (give reasons) why a warrant should be issued, must state the particular place to be searched, and must state the object or objects sought. Master-at-Arms may accompany civil authorities to the place to be searched, but they may not participate in the search. The search warrant, issued to civil authorities, must be executed by civil authorities. Evidence found may be turned over to Master-at-Arms or other military authorities for use at a court-martial.

The same conditions that do not require prior authority to search on base, do not require a search warrant off-base. This includes searches incident to apprehension, searches requiring immediate action, and searches made with the consent of the person. Off-base apprehensions of military personnel by MA's are followed by a search of the person(s) apprehended. Consent to an off-base search of premises occupied by military personnel should be obtained in writing so legality of the search can be established later in court.

#### Search and Seizure Outside The United States

Authority for conducting searches and seizures outside the United States varies according to whether the location is on base or off-base.

Since the UCMJ applies anywhere, authority to search military installations in the United States also applies to U. S. military installations in foreign countries. Obtain guidance from the appropriate command for special instructions in searching local nationals, on base. In overseas areas, off-base searches of U S. military personnel incident to apprehension, requiring immediate action, and with the consent of the individual, are the same as in the United States. However, the search of off base quarters of U. S. military personnel depends upon treaties and agreements between the United States and the host countries where American personnel are stationed. The North Atlantic Treaty Organization, which includes a number of European nations, has a Status of Forces Agreement one section of which provides for mutual assistance in off-base law enforcement, including searches and seizures. Instructions for off-base searches are issued by the appropriate commanding officer of overseas bases, installations, or areas. A complete understanding of all the legal technicalities concerning treaties and agreements requires the experience of a legal officer. Master at Arms need concern themselves only with complying with local directives and instructions governing off base search policies. When the person or property to be searched is off-base in a foreign country, the commanding officer will direct the Master at Arms to accompany civil authorities in the execution of a search, when such action is consented to by the foreign country or is authorized by a treaty, agreement, or policy statement. Off-base searches of persons not subject to the UCMJ are strictly the concern of local authorities unless local agreements and directives state otherwise.

## Search Without Prior Authority

Normally you must obtain prior authority to conduct a search. However, there are occasions when prior authority is not required.

You should immediately search a person apprehended. When warranted, this search may also include the immediate area of the apprehension. Immediate area means the area over which the suspect was exercising control when apprehended, and where he might have been able to place a weapon or hide evidence as he was being apprehended, or where remains of evidence just destroyed can be found. Normally, this would include a room, but not an entire house, in which a suspect is apprehended. This authority upon apprehension is limited by the need to conduct it immediately; it cannot be used as a ruse or subterfuge to avoid obtaining authority to search from the commanding officer. For example, it is doubtful whether apprehension of a suspect could properly be delayed solely to allow him to go to a place where a search was desired. The legality of a search incident to an apprehension depends upon the legality of the apprehension. If the apprehension is not based on reasonable grounds, or if the person making the apprehension is not authorized to do so, then any evidence found during the apprehension is inadmissible in court.

Prior authority for a search is not necessary in situations requiring immediate action. In most cases, immediate action is necessary to prevent the removal of stolen goods. Whether a particular situation really required immediate action is a matter for the courts to decide. If the object or area can be guarded, you should not use immediate action as the basis for a search.

If a person consents to a search of his person or property, then prior authority is not required. However, this consent must be freely given, not merely submission in the face of authority. If consent is to be used as the basis for a search, obtain the consent in writing. Although advice to a suspect as to his rights under Article 31 of the UCMJ is not necessarily required in obtaining his consent to a search, experience has proved that this warning should be given so that anything he may say (such as identification of his property) can be admissible as evidence.

Probable cause can be defined as evidence which would lead a reasonable person to believe a particular matter. A person has to believe that a specific offense occurred, a particular person committed the offense, and that the weapons, fruits, or instruments of the offense are in a particular place.

A search should never be conducted without specific reasons. When a search is justified, the manner and extent of the search must be commensurate with the reason for the search.

When you apprehend a man, or when you approach a person reasonably suspected of being dangerous, the likelihood of resistance justifies the slight invasion of privacy of a frisk.

An extensive search for weapons incident to an apprehension is warranted when there is a great likelihood of resistance by violent means. Probable cause must exist before a suspect is apprehended for an offense. A search for contraband or other evidence (incident to an apprehension) might then be warranted if there was probable cause to believe that the contraband or evidence was located where you are searching.

For example, the search of a person for contraband would not be warranted in the normal desertion case, but a search for weapons or evidence (such as false identification) might be proper. Apart from the apprehension of a suspect, a search requires probable cause to believe the offense occurred and that contraband, fruits, or instruments of the crime, or other evidence exists in the particular place to be searched. A search on a hunch cannot be authorized.

The following property is subject to seizure when it is specified in a warrant or commanding officer's authority to search; when it is discovered incident to a lawful apprehension; or when it is discovered in the course of a search consented to by the subject. Such property may also be seized when it is readily apparent without searching, or when it is discovered during an inspection or other lawful activity.

1. Property of the United States in illegal possession. (An individual may legally possess former United States property).
2. Contraband as defined by Federal Statute, including counterfeit currency and counterfeiting equipment, narcotics, and certain firearms.
3. Stolen property.
4. Property used to commit a crime.
5. Weapons or property which might be used by a person in custody to effect an escape, inflict injury, or commit a crime.
6. Property owned by the U. S. Government which is illegally or without authority mailed, shipped, or carried by members of U. S. forces, or person employed by or accompanying the armed forces, may be discovered by civil customs, baggage inspections, postal authorities, transportation authorities, or other agencies. District commandants and other major commands will establish liaison with these agencies and request that letter notification be made when examination of shipments of private property disclosed articles that are believed to be U. S. Government property.

## LEGAL AND ILLEGAL SEARCHES

Evidence is inadmissible against the accused; if it was obtained as a result of an unlawful search of the person or property of the accused conducted, instigated, or participated in by an official or agent of the United States, or any State thereof or political subdivision of either, who was acting in a Governmental capacity; or

If it was obtained without the freely given consent of the accused as a result of an unlawful search of another's premises on which the accused was legitimately present, and the search in question was conducted, instigated, or participated in by an official or agent of the United States, or any State thereof or political subdivision of either, who was acting in a Governmental capacity; or

If it was obtained as a result of a seizure or examination of property of the accused upon an unlawful search of anyone's property, unless the presence of the property of the accused was due to trespass, whether or not the accused was present, and the search in question was conducted, instigated, or participated in by an official or agent of the United States, or any State thereof or political subdivision of either, who was acting in a Governmental capacity.

Evidence obtained as a result of information supplied by illegal acts of the kinds mentioned above is itself considered as having been obtained as a result of the illegal acts. For example, if a search is unlawful because conducted without probable cause and a second search is conducted based on information supplying probable cause discovered during the first search, evidence obtained by the second search is inadmissible against an accused entitled to object to the evidence even if the second search would otherwise be lawful. Evidence is not considered as having been obtained as a result of the illegal acts merely because it would not have come to light but for those acts. Evidence is considered as having been obtained as a result of the illegal acts only if it has been acquired by an exploitation of those acts instead of by means sufficiently distinguishable to be purged of the taint of the illegality.

The defense is free to deny all the elements of the case against the accused without thereby giving leave to the Government to introduce by way of rebuttal evidence which would be inadmissible against the accused under the above rules. If, however, the defense introduces evidence as to other matters, as when the accused testifies on direct examination that he has never committed an offense of the kind in question, contradicting evidence as to those matters which was obtained as a result of an unlawful search may be introduced in rebuttal, even if that evidence would otherwise be inadmissible against the accused because of the unlawful search.

The following searches are among those which are lawful:

A search conducted in accordance with the authority granted by a lawful search warrant.

A search conducted as an incident of lawfully apprehending a person, which may include a search of his person, of the clothing he is wearing, and of property which, at the time of apprehension, is in his immediate possession or control, and a search of the place where the apprehension is made; but a search which involves an intrusion into his body, as by taking a sample of his blood for chemical analysis, may be conducted under this rule only when there is a clear indication that evidence of crime will be found, there is reason to believe that delay will threaten the destruction of the evidence, and the method of conducting the search is reasonable.

A search incident to a lawful hot pursuit of a person, including, when so incident, a search reasonably necessary to prevent his resistance or escape.

A search of open fields or woodlands, with or without the consent of the owner or tenant.

A search under circumstances demanding immediate action to prevent the removal or disposal of property believed on reasonable grounds to be criminal goods.

A search of one's person with his freely given consent, or of property with the freely given consent of a person entitled in the situation involved to waive the right to immunity from an unreasonable search, such as an owner, bailee, tenant, or occupant as the case may be under the circumstances.

A search of any of the following three kinds which has been authorized upon probable cause by a commanding officer, including an officer in charge, having control over the place where the property or person searched is situated or found or, if that place is not under military control, having control over persons subject to military law or the law of war in that place:

(1) A search of property owned, used, or occupied by, or in the possession of, a person subject to military law or the law of war, the property being situated in a military installation, encampment, or vessel or some other place under military control or situated in occupied territory or a foreign country.

(2) A search of the person of anyone subject to military law or the law of war who is found in any such place, territory, or country.

(3) A search of military property of the United States, or of property of nonappropriated fund activities of an armed force of the United States. The commanding officer may delegate to persons of his command, or made available to him, the general authority to order searches upon probable cause, and a search ordered by virtue of any such delegation is to be considered as having been authorized by the commanding officer. Any such delegation should be made to an impartial person. The person who orders a search need not himself make or be present at the search. These examples of lawful searches are not intended to indicate a limitation upon the legality of searches otherwise reasonable under the circumstances.

To be lawful even under circumstances that would permit a lawful search, searches by United States or other domestic authorities of a person's house, dwelling, automobile, effects, papers, or person without his freely given consent must be for instrumentalities or fruits of crime, things which might be used to resist apprehension or to escape, property the possession of which is itself a crime, or evidence which there is reason to believe will otherwise aid in a particular apprehension or conviction. This restriction does not apply to administrative inspections or inventories conducted in accordance with law, regulation, or custom.

Probable cause for ordering a search exists when there is reason to believe that items of the kind indicated above as being properly the subject of a search are located in the place or on the person to be searched. Such a reasonable belief may be based on information which the authority requesting permission to search has received from another if the authority ordering the search has been apprised of some of the underlying circumstances from which the informant concluded that the items in question were where he claimed they were and some of the underlying circumstances from which the authority requesting permission to search concluded that the informant, whose identity need not be disclosed, was credible or his information reliable.

When the accused objects to evidence obtained as a result of a search on the gound that the search was unlawful, the burden is on the Government to show, as an interlocutory matter, either that the search was lawful or that for some other reason the search would not render the evidence in question inadmissible against the accused. If the justification for using evidence obtained as a result of a search is that there was a freely given consent to the search, that consent must be shown by clear and positive evidence.

Military courts have no authority to entertain a motion for or to order the return of property obtained as a result of an unlawful search or seizure or to entertain a motion for or to order the suppression for use as evidence of property or information so obtained, as distinguished from ruling as to whether or not it is admissible against the accused.

## INTERVIEWS AND INTERROGATIONS

During the process of gathering information for an investigation, you almost invariably utilize one of the most valuable sources, people; you do so by interviewing or interrogating them. An interview is the questioning of a person believed to possess knowledge that is of official interest to the command and the investigator. In an interview, the investigator encourages the person questioned to give an account of the incident under investigation in his own words and in his own way. An interrogation is the questioning of a person suspected of having committed an offense, or of a person who is reluctant to make a full disclosure of information in his possession. Interviews or interrogations are used for the following purposes:

1. To establish the facts of a crime which may provide the investigator with leads which will disclose the perpetrator of the crime or offense under investigation and/or of other crimes committed.
2. To verify information already known:
   A. Corroborate or disprove statements.
   B. Verify inferences derived from physical evidence.
   C. Link physical evidence of a suspect with the case.
   D. "Clear" a suspect. (Develop evidence which eliminates an individual as suspect of committing an offense.)
3. To secure evidence that may establish the guilt or complicity of a suspect, facilitate the recovery of fruits of the crime, or to identify accomplices.

You must become thoroughly familiar with the military and civilian laws that apply to the specific offense under investigation prior to conducting an interview or interrogation. A knowledge of these laws assists you in evaluating the relevancy of information you receive and enables you to detect incriminating points in statements. You must avoid any oversight or mistake which would impair the value of the results of your investigation to the person or agency using the results in a legal action. Often, through questioning a suspect for one offense, you may develop invesitgation leads or admission of guilt related to other offenses. This additional information may be of value to other investigating agencies.

Human factors affect success in stimulating the subject to talk, and influence the accuracy or truthfulness of the information that you secure from him. Evaluate each subject and the evidence he furnishes; attempt to understand the subject's motivations, fears, and mental makeup; and use your understanding of the subject to gain useful information. In selecting a technique of interview or interrogation, consider the following factors:

### Perception and Memory

The validity of the information divulged during an interview or an interrogation is influenced by the subject's ability to perceive correctly what happened in his presence, to recollect that information, and to transmit it correctly. A mistake made in recalling a particular incident is often due to:

A. A weakness in the subject's ability to see, hear, smell, taste, or touch.

B. The location of the subject in relation to the incident at the time the incident occured. Rarely do two people give the same account of an incident witnessed by them.

C. A lapse of time since the occurrence of the incident, or the subject's having had no reason for attaching much importance to the incident when it occurred. The account given of an incident at a later time is often colored, consciously or unconsciously, by what the subject has heard or seen regarding the incident since its occurrence. Furthermore, a subject may fill in the gaps in his knowledge of a particular incident by rationalizing what he actually did see or hear and may repeat the entire mixture of fabrication and fact to you as the truth. Therefore, a subject should be interviewed or interrogated as soon as possible after the occurrence of an incident. Even then all of your skill is required to discover what the subject actually observed.

### Prejudice

When making a statement, the subject may be influenced by prejudice. You should be alert to this possibility and attempt to discover the motivation behind such prejudice. A statement influenced by prejudice should be carefully evaluated and closely examined for reliable information that may be helpful in the investigation.

### Reluctance to Talk

You may encounter a person who is reluctant to divulge information. You must legally overcome this reluctance in order to secure the information you need. The most common reasons for reluctance to talk are—

A. Fear of self-involvement. Many persons are unfamiliar with police methods to the extent that they are afraid to give the police their aid. They may have committed a minor offense that they believe will be brought to light upon the least involvement with the police. They may be of the opinion that the incidents that occurred are not their business, or that guilt lies jointly on the victims and the accused. They may fear the publicity that may be given to persons involved in any way with criminal cases.

B. Inconvenience. Many persons disclaim knowledge of incidents because they do not wish to be inconvenienced by being subject to questioning or by being required to appear in courts.

C. Resentment toward police and police methods. This resentment may be present particularly among persons who do not have a positive loyalty to the organized community. Sometimes the resentment manifests itself as sympathy for an accused person who is regarded as an underdog who is pitted against the impersonal, organized forces of society represented by the police.

### Investigator-Subject Personality Conflicts

The lack of success in an interview or interrogation may be due to a personality conflict between the investigator and the subject. When that is the case, you should voluntarily recognize this factor and, before all chances of success are lost, withdraw in favor of another investigator. The subject may feel a compulsion to talk to the new investigator after his experience with an objectionable investigator.

### Refusal to Talk

A recognized weakness of the interview or interrogation technique is that no person can legally be made to talk if he is not willing to do so. No person capable of committing a crime should be expected to confess his guilt. A person guilty of a crime may continue to profess his innocence even after he is convicted and is serving his sentence.

When too many persons are present, the individual being interviewed or interrogated may be reluctant to divulge all that he knows about an incident. Interviewing or interrogating an individual in the presence of many persons has been held by the courts to constitute duress. On the other hand, someone should be present to witness the questioning, to witness any statement made, and to protect the investigator against a possible charge of coercion or duress. Normally, not more than two investigators should be present in the interrogation room. When more than two persons have an official interest in the interview or interrogation, the additional persons may witness the questioning from behind a two-way mirror where they will be out of sight of the individual but where they can see and hear everything, or they may listen to the interview or interrogation by means of concealed microphones.

If the subject is a female, never jeopardize an interview or interrogation by ignoring the fact that a woman may be reluctant to talk in the presence of other persons about intimate topics. However, when it is necessary to question a woman, you should, for your own protection, provide for another woman, preferably an officer, to be within hearing. The use of two-way mirrors and concealed microphones is also appropriate in such a case. The fact that the subject believes that she is alone with the investigator may assist in overcoming her reluctance to talk.

## PREPARING FOR THE INTERVIEW

Prepare yourself adequately to conduct an interview. This preparation is sometimes hasty, consisting of no more than a mental review of your knowledge of the case or of a quick briefing by the Master at Arms who arrived first at the crime scene. When time permits, a more formal preparation is made. Preparation includes the following three elements:

### Familiarity With the Case

You should fix in your mind all that is currently known of the "who, what, when, where, and how" of the crime. Pay particular attention to the specific details, especially those that have not become public knowledge.

### Familiarity With the Background of the Subject

Acquire some background knowledge of the subject before attempting to interview him. In the event this is impossible, attempt to obtain the background information during the initial portion of the interview. This knowledge will enable you to adopt a correct approach to the subject and to extract a maximum amount of valuable information from him. The factual knowledge will also enable you to test the subject's truthfulness and to impress him with the thoroughness of the investigation.

A. Background facts of particular value include:

(1) Age, place of birth, nationality, and race.

(2) Present or former rank (with civilians —status in business or in the community).

(3) Educational level, present duty, and former occupations.

(4) Habits and associates; how and where leisure time is spent.

(5) Information in records of courts-martial or civilian court convictions, information in dentention records, and information regarding the nature and seriousness of offenses committed.

### Estimate of Information Sought

Determine in advance where possible, the information to be sought in the interview. Prepare a set of questions that you can consult unobtrusively during the interview. The questions are designed to induce the subject to tell his story rather than to elicit "yes" or "no" answers. Take care neither to overestimate nor to underestimate the subject as a source of information.

## PLANNING THE INTERVIEW

A person is formally interviewed as soon as possible after the incident to obtain information still fresh in his mind, prevent him from being threatened or coerced or to prevent collaboration of testimony between him and others.

### Time of Interview

The time that is chosen must be convenient both to you and to the subject, and must allow adequate opportunity for a thorough interview. The improper scheduling of interviews will result in a rushed interview in which important details can be overlooked. Investigators who jointly use an office or interviewing facilities should coordinate their schedules and thus prevent conflicts, delays and inconveniences. If an interview is to take place in the home or place of business of the subject, consideration is given to the time of day; generally, a time should be selected that will interfere least with the normal activities of the subject and will permit the completion of the interview.

Sometimes, to throw the subject off balance and thereby achieve an important psychological advantage, it is advisable to select a time that will completely disrupt the subject's normal activities. However, great care is taken to insure that such action does not result in either legal liability on the part of the military or unfavorable comment in the civilian community.

### Place of Interview

You should make every effort to conduct the interview in a place where the psychological advantage is in your favor. Decide on the basis of the facts in each case, where you think your chances are best for encouraging the subject to talk. At times it is best to interview a subject among familiar surroundings, such as in his home or office, especially if visiting the investigator's office would impose an undue hardship on the subject or might tend to disturb him unduly.

At other times it is best to hold an interview in your office or in some other place where the subject is deprived of the comfort or ease of familiar environment. At a regular place of interview you can control the lighting and the physical features of the room and also be able to prevent distracting influences that may affect the subject's ability to conceal wanted information. For interviewing an informer or a witness whose identity has not been publicized, it is best to pick a place that will not attract attention to the subject.

In planning the interview, you should provide for secretarial assistance when needed, and also provide for witnesses to statements expected from the subject covering his knowledge of the person or incident under investigation.

## INTRODUCTION AND IDENTIFICATION

Introduce yourself courteously and make certain that the subject is aware of your correct identity. Show your credentials if any doubt appears as to your authority in the investigation. Also make certain of the identity of the person before you.

A hasty introduction or an appearance of haste at the beginning of the interview may cause an embarrassing situation, or may make the subject think that his presence is of little importance and that the information he is in a position to give is of little value. A few minutes spent in a proper introduction are not wasted: the introduction gives you time in which to evaluate the subject and the approach you have selected;

the subject is given an opportunity to overcome any nervousness, and usually is in a better frame of mind to answer questions.

When the introduction is completed, make a general statement about the case without disclosing any of the specific facts that have been developed.

If appropriate, warn the interviewee of his rights.

The warning is required only when there is reason to believe the interviewee is involved in the offense in question, or that he may be involved in another offense, the investigation or prosecution of which may be jeopardized if the warning is not given. When in doubt, always warn the interviewee of his rights. A person to be interrogated will always be given the warning.

## CONDUCTING THE INTERVIEW

Interviews are classified as either formal or informal.

The informal interview is used primarily at the scene of a crime to screen those persons who possess pertinent information about but who are not suspect of committing an offense. After establishing that a person does have information regarding the offense or incident, immediately segregate him from the others and interview him formally as soon as practical. The names and addresses of all persons in the vicinity are taken for future reference.

The formal interview is conducted to obtain specific information concerning a crime or offense from a person believed to be aware of such information. The formal interview may be conducted at the scene, at a place convenient to the person to be interviewed, or at your office.

Attitude and actions usually determine the success or failure of the interview. Be friendly and businesslike, endeavor to get the subject into a talkative mood, and to guide the conversation toward the subject's knowledge of the case. Permit the subject to tell his complete story without unnecessary interruptions. Phrase the questions so as to maintain a free flow of talk from the subject. Mentally note any inconsistencies, and obtain clarification after the subject has completed his story. Specific types of approach are:

1. The indirect approach is generally used in the interview. The subject is aware of the reason for the interview and is permitted to discuss the facts with you rather than required to answer probing questions. He is encouraged to talk about the incident and to give a true and complete account of his knowledge of it.

2. The more direct type of questioning, normally reserved for the interrogation, may be used when the subject shows a fear, dislike, or distrust of police officers; dreads retaliation by criminals; desires to protect friends or relatives; or displays a general unwillingness to talk for reasons best known to himself.

COMPLAINANT.—The complainant is interviewed first, if possible, to ascertain whether the crime did occur as alleged. When interviewing a complainant, be receptive and sympathetic, let the subject know that you recognize the importance of the complaint and intend to take proper action. Be tactful and open-minded toward the subject and his complaint, but equally realistic and careful in developing complete information. An attempt is made to establish the motive for the complaint and to determine the subject's relationship to the person accused and the facts developed. Be alert to detect any grudge or jealousy. Always assure the complainant that appropriate action will be initiated promptly and that a complete and thorough investigation will be conducted.

WITNESSES.—Frequently guide the witness to help him to recall and to relate the facts of an incident as they were observed. Try to make him realize that he has important and necessary information. Your questioning is designed to develop a detailed account of the witness's knowledge.

Be constantly aware of the human factors that affect a witness's ability to observe and describe actions, articles, or circumstances related to the commission of a crime. The age, emotional stability, and general reputation of a witness are important factors. The relationship of the witness to persons connected with the crime and his prejudices are also extremely important, both from the legal viewpoint and with regard to the reliability of information furnished by the witness.

Questions of a leading nature are avoided. Direct "yes" or "no" answers to leading questions are not valid information on which to base an investigation. An unstable person, a highly suggestible person, or a person whose memory of events is hazy will often give answers that were suggested to him by leading questions.

VICTIMS.—When interviewing the victim of a crime, particularly a crime of violence, consider the victim's emotional and physical state. A state of shock or hysteria may cause the victim to give a hazy, erroneous, or garbled account of the crime. Wild and unsupported opinions or conclusions regarding the circumstances of persons connected with the crime are often included in the victim's account. Retain an open mind and evaluate each element of the victim's story in relation to the testimony of witnesses and the physical evidence.

The interview procedure used for a victim closely parallels that used for a complainant. The victim can usually give reliable information pertaining to the events leading to the crime. But his account of the details of, and the events immediately following, the crime may be subject to faulty perception resulting from excitement and tension.

## CONDUCTING THE INTERROGATION

A person should be interrogated only if he definitely and with good reason is believed to be guilty of a crime, to be an accomplice to a criminal act, or to be withholding information directly pertaining to a crime. A person who can be successfully interviewed is not interrogated. Base your plan for interrogation on the facts of the case and the background information that you have been able to develop on the subject. Statements of the victim and witnesses, in addition to information derived from the physical evidence of the case, enable you to reconstruct the crime mentally and to anticipate some of the facts that you may obtain from the subject during the interrogation. Prepare a brief containing questions based on the above.

A person suspected of a crime is interrogated as quickly as possible after the act. Every minute that elapses between the commission of the crime or the apprehension of the suspect and the time of interrogation affords the suspect opportunities to compose himself, to fabricate alibis and, in some cases, to communicate with his accomplices.

A criminal, surprised and apprehended in the act of committing a crime, is sometimes interrogated on the spot while he is still under considerable emotional strain. Properly handled, this interrogation may often produce an admission or confession that will help to establish the guilt of the criminal and his accomplices. Normally, however, the interrogation is conducted at your office where facilities are available for recording the information.

As in beginning an interview, introduce yourself and assure that the subject is aware of your identity. When an interrogation is necessary, the right's warning must always be given. While conducting the interrogation, be aware that undue length of the session or harassing conditions may constitute unlawful influence.

There are several approaches available in the questioning of a suspect including the direct and indirect approaches similar to those used in conducting an interview. You may also use a psychological approach or others.

### Psychological Approach

This approach is designed to focus the thoughts and emotions of the suspect on the moral aspects of the crime and thus bring about in him a realization that a wrong has been committed. Great care is taken in employing this approach to ensure that the suspect does not become so emotional as to render any statement made by him inadmissible.

You may begin this type of interrogation by discussing the moral seriousness of the offense; by appealing to the suspect's civic-mindedness or to responsibilities of citizenship; or by emphasizing the effects of his acts on his wife, children, or close relatives. From this beginning, proceed to such matters as the sorrows and suffering of the victim and the victim's relatives and friends.

The suspect may tend to become emotional when discussing his mother or father; his childhood and childhood associations; his early moral and religious training; and persons whom he has held in very high esteem, such as school teachers, religious instructors, athletic coaches, neighbors, or friends. This tendency is particularly true when a suspect is guilty of a crime that he feels violates the moral values that he associates with these people. Often, the emotional appeal of some person or personal relationship increases in intensity with the passage of time and with the distance separating the suspect from his former environment. By emphasizing the contrast between his present and former way of life, you may intensify the suspect's emotional response, especially when he has deserted his family, has become orphaned or otherwise separated from his family, or when he has forsaken the way of life prescribed in his early moral and religious training.

The psychological approach is often successful with a young person and with a first offender who has not had time to become a hardened criminal or to develop a thinking pattern typical of a hardened criminal.

You must realize that skill is required in utilizing this approach. The basic emotions and motivations most commonly associated with criminal acts are hate, fear, love, and desire for gain. By careful inquiry into the suspect's thinking, feeling, and experience, you are likely to touch upon some basic weakness and thereby induce in the suspect a genuine desire to talk. Attempt to think along the same lines as the suspect, and to make every effort to establish a common ground of understanding. Assist the suspect to construct a "face saving" rationalization of his motives for committing the criminal act, and thereby make talking about the crime easier for him.

Other Approaches

After all other interrogative methods and approaches have failed to produce an admission of confession, techniques of a more subtle nature may be employed. Detailed planning and realism are prerequisites to the successful use of these techniques. Plan the use of these techniques carefully so that your approach will not be obvious to the suspect. Furthermore, be careful not to jeopardize the success of further interrogative effort by disclosing to the suspect just how much or how little information has been obtained against him.

THE HYPOTHETICAL STORY.—Relate a story of a fictitious crime that varies only in minute details from the offense that the suspect is believed to have committed. After a lapse of time, request that the suspect write the details of the crime that has been related to him. If the suspect is guilty, he may include details that are identical with the actual offense and that were not mentioned in the fictitious crime. When he is confronted with this fact, the suspect may be influenced to make an admission or confession, or he may be forced to lie some more to extricate himself from a difficult position.

THE "COLD SHOULDER."—The suspect is invited to your office. If the suspect accepts the invitation, he is taken to the crime scene. The investigators accompanying the suspect say nothing to him or to each other; they simply await his reactions. This technique permits the suspect, if he is guilty, to surmise that you may have adequate evidence to prove his guilt, and may induce him to make an admission or confession. If witnesses whose identities are known to the suspect are available, they may be requested to walk past the crime scene without saying or doing anything to indicate to the suspect that they are aware of his presence. This procedure serves to intensify the suggestion that the facts of his guilt are already established.

PLAYING ONE SUSPECT AGAINST ANOTHER.—This technique may be used if more than one person is suspected of having been involved in the commission of a crime. There are many variations of this method. In all variations, one suspect is played against another by purposely encouraging the belief of one suspect that his companion in the crime is cooperating or has talked about the crime and has laid the blame on him.

The suspects normally are separated and are not allowed to communicate with each other. Periodically, they may be allowed to glimpse or to observe each other from a distance, preferable when one is doing something that the other may construe as cooperation and as prejudicial to the observer's interests. You may sometimes confront the stronger suspect with known facts that have been allegedly furnished by the weaker suspect. Known details of the crime may be mentioned in the presence of the stronger suspect under conditions that compromise the weaker suspect. One suspect may be cordially treated, or even released, while the other may be given the "cold shoulder."

This method is most successful when investigators infer rather than assert that the suspect has confessed.

RECORDING THE INTERVIEW

Attempt to record interviews for future reference. Interviews can be recorded as a statement initiated by the interviewee, recorded on an electronic recording device, or merely recorded in the form of notes taken by the investigator.

Statements are elicited from persons with pertinent knowledge regarding the offense or incident under investigation.

An electronic recording device provides a convenient means of preserving the content of an interview. The recordings should be carefully kept in their entirety, together with any stenographic transcripts made from them. A complete chain of custody should be maintained for all such items as they may later prove valuable in legal proceedings, provided they can be duly identified and authenticated.

Take notes of the interview. Most persons interviewed have no objection to discreet note taking. Notes, however, should not be taken until the subject has had an opportunity to tell his story completely and to correct any honest mistakes that he made in the first telling. Some subjects display annoyance when you divert your attention from them to take notes. Other subjects are reluctant to talk when they know that what they say is being recorded. When either of these situations is apparent, the best time to write down the details of an interview is immediately after the interview is completed.

## RECORDING THE INTERROGATION

The interrogation can be recorded by the same methods employed for the interview.

You do not, however, under normal circumstances take notes during the interrogation. The interrogation requires such a degree of concentration that the diversion of note taking would almost certainly disrupt the "rhythm" in questioning or your train of thought. Notes are taken after the interrogation is over.

### Purpose of Written Statements

Written statements serve as permanent records of the pretrial testimony of accused persons, suspects, victims, complainants, and witnesses. The written statement may be used in court as evidence attesting to what was told the investigator, to refresh the memory of the maker of the statement, or the memory of the investigator. Written statement forms which may be used are:

1. DA Form 2820 (fig. 5-1) is used to record statements obtained by investigators from a person accused or suspected of an offense under investigation.
2. DA Form 2823 (fig. 5-2) is the form normally used for recording statements obtained from persons other than the suspect or accused. The investigator also uses DA Form 2823 for giving a separate statement of his activities during an investigation and this is included as an inclosure to a Report of Investigation.

## PREPARING STATEMENT FORMS

Complete DA Form 2820 and DA Form 2823 in the same manner except that DA Form 2820 includes a waiver, while DA Form 2823 does not.

The heading of each statement form is completed by listing the place, date and time of the interview or interrogation and the name, SSN, grade and organization or address of the affiant (maker of the statement).

The waiver, when incorporated as part I of DA Form 2820, is filled out after the subject or the accused has been informed of his rights and prior to initiating the sworn statement in part II. The waiver certificate must be witnessed and signed by the interrogator, witness and the person making the statement. The investigator must insure the subject understands his rights.

The sworn statement portion, or body of both DA Form 2820 and DA Form 2823 is completed in the same manner. There are three generally accepted methods for recording a sworn statement; the narrative, the question and answer, and a combination of narrative and question and answer.

The narrative method allows the affiant to record the information he wishes to record in his own words. This is ideal if the affiant can express himself and doesn't compile a myriad of irrelevant information. The narrative is best employed with a complainant or witness.

In the question and answer method you can limit the information presented to that which is pertinent. Two disadvantages of employing this method are: it is time-consuming for you and it may stifle some valuable information the affiant might have volunteered in the narrative method.

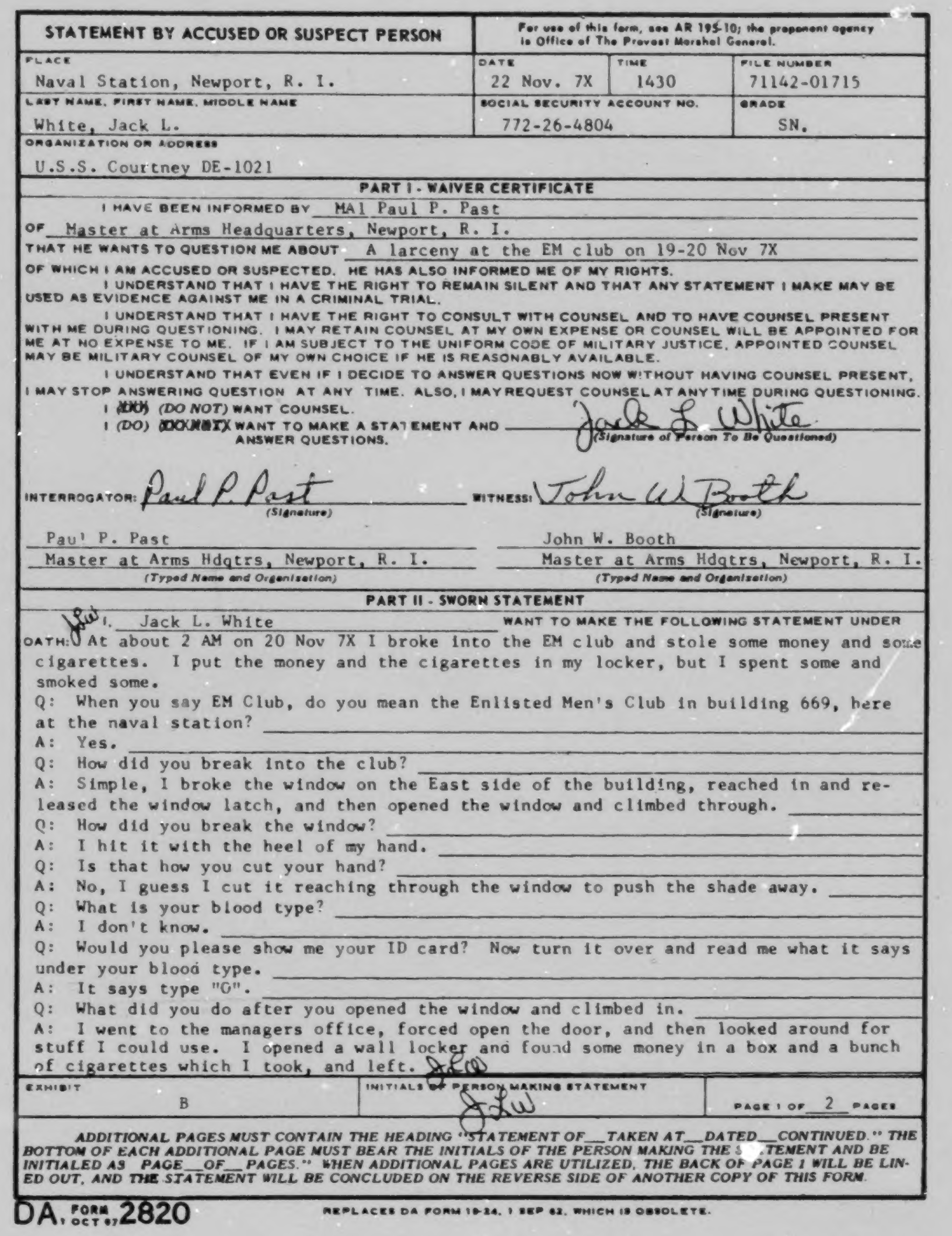
A combination of the above two methods will normally produce the best results. The affiant is first allowed to express himself, then cover such information that has been left out when questioning the affiant. This method or the question and answer method is used when taking a statement from an accused or suspect person.

The last section of DA Form 2820 and DA Form 2823 is the affidavit. The affidavit acknowledges that the statement was given voluntarily, that mistakes have been corrected, and that the number of pages contained in the statement has been verified by the affiant. The affidavit is signed by the affiant, the investigator, and the witness.

The statement is written in the first person. In addition to signing the statement, the affiant initials the bottom of each page and all cross-outs, corrections, and erasures. Statements are also initialed before the first and after the last word on each page. Excess space is not left in margins; margins are drawn in where necessary and any unused space is lined out.

## HANDLING AND CARE OF PHYSICAL EVIDENCE

Physical evidence is one of your most valuable assets in pursuing the investigation to a successful conclusion. It produces leads during the conduct



| STATEMENT BY ACCUSED OR SUSPECT PERSON | For use of this form, see AR 195-10; the proponent agency is Office of The Provost Marshal General. | | |
|---|---|---|---|
| PLACE<br>Naval Station, Newport, R. I. | DATE<br>22 Nov. 7X | TIME<br>1430 | FILE NUMBER<br>71142-01715 |
| LAST NAME, FIRST NAME, MIDDLE NAME<br>White, Jack L. | SOCIAL SECURITY ACCOUNT NO.<br>772-26-4804 | | GRADE<br>SN. |
| ORGANIZATION OR ADDRESS<br>U.S.S. Courtney DE-1021 | | | |

**PART I - WAIVER CERTIFICATE**

I HAVE BEEN INFORMED BY MA1 Paul P. Past

OF Master at Arms Headquarters, Newport, R. I.

THAT HE WANTS TO QUESTION ME ABOUT A larceny at the EM club on 19-20 Nov 7X

OF WHICH I AM ACCUSED OR SUSPECTED. HE HAS ALSO INFORMED ME OF MY RIGHTS.

I UNDERSTAND THAT I HAVE THE RIGHT TO REMAIN SILENT AND THAT ANY STATEMENT I MAKE MAY BE USED AS EVIDENCE AGAINST ME IN A CRIMINAL TRIAL.

I UNDERSTAND THAT I HAVE THE RIGHT TO CONSULT WITH COUNSEL AND TO HAVE COUNSEL PRESENT WITH ME DURING QUESTIONING. I MAY RETAIN COUNSEL AT MY OWN EXPENSE OR COUNSEL WILL BE APPOINTED FOR ME AT NO EXPENSE TO ME. IF I AM SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE, APPOINTED COUNSEL MAY BE MILITARY COUNSEL OF MY OWN CHOICE IF HE IS REASONABLY AVAILABLE.

I UNDERSTAND THAT EVEN IF I DECIDE TO ANSWER QUESTIONS NOW WITHOUT HAVING COUNSEL PRESENT, I MAY STOP ANSWERING QUESTION AT ANY TIME. ALSO, I MAY REQUEST COUNSEL AT ANY TIME DURING QUESTIONING.

I ~~(DO)~~ *(DO NOT)* WANT COUNSEL.

I *(DO)* ~~(DO NOT)~~ WANT TO MAKE A STATEMENT AND ANSWER QUESTIONS. Jack L. White
*(Signature of Person To Be Questioned)*

| | |
|---|---|
| INTERROGATOR: Paul P. Past<br>*(Signature)* | WITNESS: John W. Booth<br>*(Signature)* |
| Paul P. Past<br>Master at Arms Hdqtrs, Newport, R. I.<br>*(Typed Name and Organization)* | John W. Booth<br>Master at Arms Hdqtrs, Newport, R. I.<br>*(Typed Name and Organization)* |

**PART II - SWORN STATEMENT**

JLW I, Jack L. White WANT TO MAKE THE FOLLOWING STATEMENT UNDER OATH: At about 2 AM on 20 Nov 7X I broke into the EM club and stole some money and some cigarettes. I put the money and the cigarettes in my locker, but I spent some and smoked some.

Q: When you say EM Club, do you mean the Enlisted Men's Club in building 669, here at the naval station?

A: Yes.

Q: How did you break into the club?

A: Simple, I broke the window on the East side of the building, reached in and released the window latch, and then opened the window and climbed through.

Q: How did you break the window?

A: I hit it with the heel of my hand.

Q: Is that how you cut your hand?

A: No, I guess I cut it reaching through the window to push the shade away.

Q: What is your blood type?

A: I don't know.

Q: Would you please show me your ID card? Now turn it over and read me what it says under your blood type.

A: It says type "O".

Q: What did you do after you opened the window and climbed in.

A: I went to the managers office, forced open the door, and then looked around for stuff I could use. I opened a wall locker and found some money in a box and a bunch of cigarettes which I took, and left. JLW

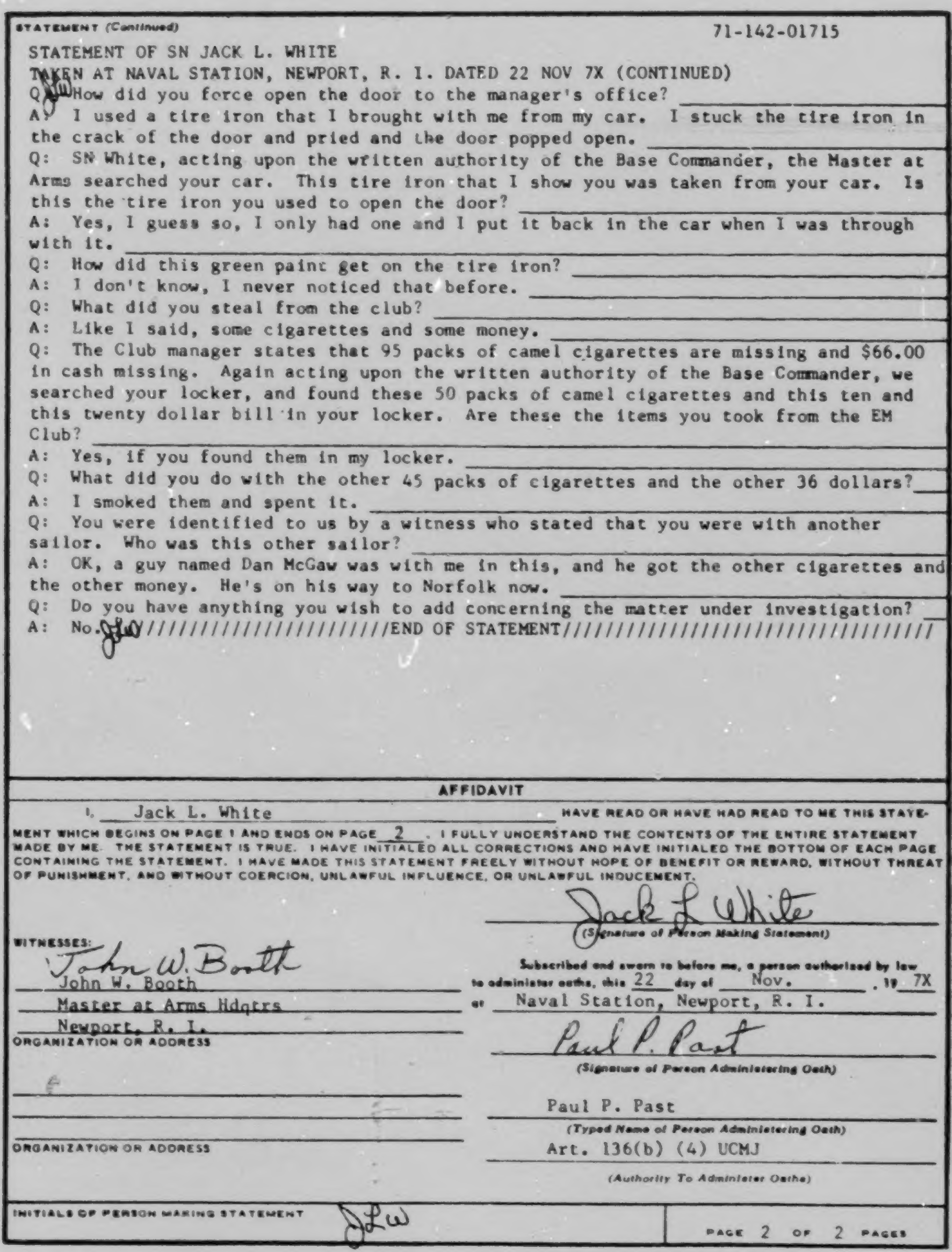
| EXHIBIT | INITIALS OF PERSON MAKING STATEMENT | |
|---|---|---|
| B | JLW | PAGE 1 OF 2 PAGES |

*ADDITIONAL PAGES MUST CONTAIN THE HEADING "STATEMENT OF__TAKEN AT__DATED__CONTINUED." THE BOTTOM OF EACH ADDITIONAL PAGE MUST BEAR THE INITIALS OF THE PERSON MAKING THE STATEMENT AND BE INITIALED AS "PAGE__OF__PAGES." WHEN ADDITIONAL PAGES ARE UTILIZED, THE BACK OF PAGE 1 WILL BE LINED OUT, AND THE STATEMENT WILL BE CONCLUDED ON THE REVERSE SIDE OF ANOTHER COPY OF THIS FORM.*

DA FORM 1 OCT 67 2820 REPLACES DA FORM 19-24, 1 SEP 62, WHICH IS OBSOLETE.

193.22

Figure 5-1.—DA Form 2820 (Front) statement by accused or suspect person.



STATEMENT (Continued)

71-142-01715

STATEMENT OF SN JACK L. WHITE
TAKEN AT NAVAL STATION, NEWPORT, R. I. DATED 22 NOV 7X (CONTINUED)

Q: How did you force open the door to the manager's office?

A: I used a tire iron that I brought with me from my car. I stuck the tire iron in the crack of the door and pried and the door popped open.

Q: SN White, acting upon the written authority of the Base Commander, the Master at Arms searched your car. This tire iron that I show you was taken from your car. Is this the tire iron you used to open the door?

A: Yes, I guess so, I only had one and I put it back in the car when I was through with it.

Q: How did this green paint get on the tire iron?

A: I don't know, I never noticed that before.

Q: What did you steal from the club?

A: Like I said, some cigarettes and some money.

Q: The Club manager states that 95 packs of camel cigarettes are missing and $66.00 in cash missing. Again acting upon the written authority of the Base Commander, we searched your locker, and found these 50 packs of camel cigarettes and this ten and this twenty dollar bill in your locker. Are these the items you took from the EM Club?

A: Yes, if you found them in my locker.

Q: What did you do with the other 45 packs of cigarettes and the other 36 dollars?

A: I smoked them and spent it.

Q: You were identified to us by a witness who stated that you were with another sailor. Who was this other sailor?

A: OK, a guy named Dan McGaw was with me in this, and he got the other cigarettes and the other money. He's on his way to Norfolk now.

Q: Do you have anything you wish to add concerning the matter under investigation?

A: No. JLW ////////////////////////END OF STATEMENT/////////////////////////////////////

AFFIDAVIT

I, Jack L. White HAVE READ OR HAVE HAD READ TO ME THIS STATEMENT WHICH BEGINS ON PAGE 1 AND ENDS ON PAGE 2. I FULLY UNDERSTAND THE CONTENTS OF THE ENTIRE STATEMENT MADE BY ME. THE STATEMENT IS TRUE. I HAVE INITIALED ALL CORRECTIONS AND HAVE INITIALED THE BOTTOM OF EACH PAGE CONTAINING THE STATEMENT. I HAVE MADE THIS STATEMENT FREELY WITHOUT HOPE OF BENEFIT OR REWARD, WITHOUT THREAT OF PUNISHMENT, AND WITHOUT COERCION, UNLAWFUL INFLUENCE, OR UNLAWFUL INDUCEMENT.

Jack L. White
(Signature of Person Making Statement)

WITNESSES:
John W. Booth
John W. Booth
Master at Arms Hdqtrs
Newport, R. I.
ORGANIZATION OR ADDRESS

ORGANIZATION OR ADDRESS

Subscribed and sworn to before me, a person authorized by law to administer oaths, this 22 day of Nov., 19 7X
at Naval Station, Newport, R. I.

Paul P. Past
(Signature of Person Administering Oath)

Paul P. Past
(Typed Name of Person Administering Oath)

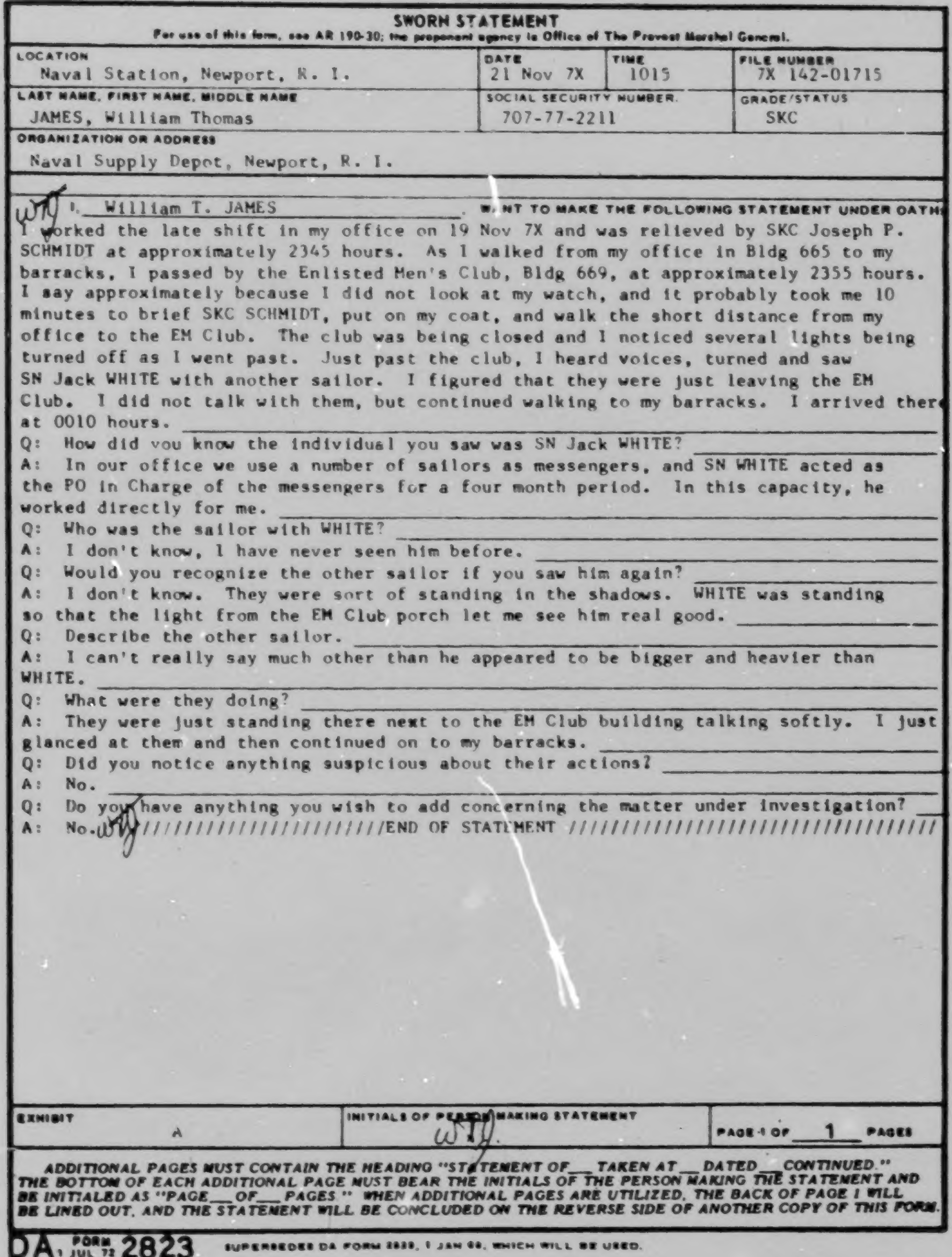
Art. 136(b) (4) UCMJ
(Authority To Administer Oaths)

INITIALS OF PERSON MAKING STATEMENT JLW

PAGE 2 OF 2 PAGES

193.22.1

Figure 5-1.—DA Form 2820 (Back) (continued).



**SWORN STATEMENT**

For use of this form, see AR 190-30; the proponent agency is Office of The Provost Marshal General.

| | | | |
|---|---|---|---|
| LOCATION<br>Naval Station, Newport, R. I. | DATE<br>21 Nov 7X | TIME<br>1015 | FILE NUMBER<br>7X 142-01715 |
| LAST NAME, FIRST NAME, MIDDLE NAME<br>JAMES, William Thomas | SOCIAL SECURITY NUMBER<br>707-77-2211 | | GRADE/STATUS<br>SKC |
| ORGANIZATION OR ADDRESS<br>Naval Supply Depot, Newport, R. I. | | | |

WTJ I, William T. JAMES, WANT TO MAKE THE FOLLOWING STATEMENT UNDER OATH

I worked the late shift in my office on 19 Nov 7X and was relieved by SKC Joseph P. SCHMIDT at approximately 2345 hours. As I walked from my office in Bldg 665 to my barracks, I passed by the Enlisted Men's Club, Bldg 669, at approximately 2355 hours. I say approximately because I did not look at my watch, and it probably took me 10 minutes to brief SKC SCHMIDT, put on my coat, and walk the short distance from my office to the EM Club. The club was being closed and I noticed several lights being turned off as I went past. Just past the club, I heard voices, turned and saw SN Jack WHITE with another sailor. I figured that they were just leaving the EM Club. I did not talk with them, but continued walking to my barracks. I arrived there at 0010 hours.

Q: How did you know the individual you saw was SN Jack WHITE?

A: In our office we use a number of sailors as messengers, and SN WHITE acted as the PO in Charge of the messengers for a four month period. In this capacity, he worked directly for me.

Q: Who was the sailor with WHITE?

A: I don't know, I have never seen him before.

Q: Would you recognize the other sailor if you saw him again?

A: I don't know. They were sort of standing in the shadows. WHITE was standing so that the light from the EM Club porch let me see him real good.

Q: Describe the other sailor.

A: I can't really say much other than he appeared to be bigger and heavier than WHITE.

Q: What were they doing?

A: They were just standing there next to the EM Club building talking softly. I just glanced at them and then continued on to my barracks.

Q: Did you notice anything suspicious about their actions?

A: No.

Q: Do you have anything you wish to add concerning the matter under investigation?

A: No. WTJ ////////////////////////END OF STATEMENT ////////////////////////////////////

| | | |
|---|---|---|
| EXHIBIT<br>A | INITIALS OF PERSON MAKING STATEMENT<br>WTJ. | PAGE 1 OF 1 PAGES |

ADDITIONAL PAGES MUST CONTAIN THE HEADING "STATEMENT OF__ TAKEN AT__ DATED__ CONTINUED." THE BOTTOM OF EACH ADDITIONAL PAGE MUST BEAR THE INITIALS OF THE PERSON MAKING THE STATEMENT AND BE INITIALED AS "PAGE__ OF__ PAGES." WHEN ADDITIONAL PAGES ARE UTILIZED, THE BACK OF PAGE 1 WILL BE LINED OUT, AND THE STATEMENT WILL BE CONCLUDED ON THE REVERSE SIDE OF ANOTHER COPY OF THIS FORM.

DA FORM 1 JUL 72 2823 SUPERSEDES DA FORM 2823, 1 JAN 68, WHICH WILL BE USED.

193.23

Figure 5-2.—DA Form 2823 witness statement.

of the investigation and aids in establishing the guilt or innocence of an accused person in a court of law. To achieve the maximum benefit from physical evidence, you must not only be skilled in its collection, you must know how to handle and care for the evidence beyond the time of collection, to preserve it for the development of leads, for laboratory examination, and/or presentation in court. Such handling and care involves storing the evidence so as to retain the integrity of the item(s) in their original condition as nearly as possible, maintaining a chain of custody for the item(s) to assure responsibility and to ensure its evidentiary value, the proper transmittal of the item(s) to the laboratory for analysis if necessary, and disposition of the item(s) when they are no longer of evidentiary value.

Physical evidence is that evidence having a physical or material quality, a tangible article no matter how large or microscopic. Evidence in general is that which tends to prove or disprove a point under investigation or consideration. Physical evidence is divided into two general categories:

Moveable evidence can be picked up at a crime scene or any other location and transported, e.g., tools, weapons, clothing, glass, and documents.

Fixed or immovable evidence cannot be readily removed from a scene because of its size, shape or makeup, e.g., walls, telephone poles.

Fragile evidence is physical evidence which, if special care is not taken to preserve its state, can deteriorate to a point where it is no longer of evidentiary value. It is difficult to detect. It may be movable or immovable. A footprint in the snow is actually immovable, but a cast of it can be taken and preserved so as to be admissible as evidence. Fingerprints can be "lifted," or removed; whereas body fluids can be preserved in their natural state (or closely thereto).

## EVALUATION OF EVIDENCE

The question invariably arises as to whether an object is or is not evidence. You resolve this question by evaluating the object, circumstances and conditions at the scene, supporting your decision with good judgment, common sense, and past experiences. If a doubt exists, then secure the object and process it as evidence. Subsequent evaluation will determine the worth of such evidence and its ultimate disposition.

## SEARCHING FOR EVIDENCE

Each crime scene is different, according to the physical nature of the scene and the crime or offense involved. Consequently, process the scene in accordance with prevailing physical properties at the scene and with the need to develop essential evidentiary facts peculiar to the offense. Make a general survey of the scene, always noting the location of obvious traces of the action, the probable entry and exit points used by the offender(s), and the size and shape of the area involved.

In rooms, buildings, and small outdoor areas, initiate a systematic clockwise search for evidence. (A counterclockwise or any other systematic movement may be just as effective in the search. However, in the interest of uniformity, it is recommended that the clockwise movement be used.) Examine each item encountered and the floor, walls, and ceiling to locate anything that may be of evidentiary value. You should—

1. Give particular attention to fragile evidence that may be destroyed or contaminated if it is not collected when discovered.
2. If any doubt exists as to the value of an item, treat it as evidence until proven otherwise.
3. Insure that each item or area where latent fingerprints may be present is closely examined and that action is taken to develop the prints.
4. Carefully protect any impression of evidentiary value in surfaces conducive to making casts or molds. Photograph the impression.
5. Note stains, spots, and pools of liquid within the scene and treat them as evidence.
6. Note any peculiar odors emitting from the scene.
7. Treat as evidence all other items such as hairs, fibers, and earth particles, foreign to the area in which they are found, e.g., scrapings under the victim's fingernails.
8. Proceed systematically and uninterruptedly to the conclusion of the processing of the scene. The search for evidence is initially completed when, after a thorough examination of the scene, the rough sketch, necessary photographs, and investigative notes have been completed and the investigator has returned to the point from which the search began. Further search may be necessary after the evidence and the statements obtained have been evaluated.

In large outdoor areas, it is advisable to divide the area into strips about 4 feet wide. First search the strip on your left as you face the scene and then the adjoining strip; this procedure is then repeated until a thorough search has been made of the entire area. Even though an outdoor area considered to be within the scene may be very large and will require considerable time to search, it is imperative that the search be accomplished by investigative personnel. Failure to note and take the proper action on each piece of evidence in this area will be as detrimental to an investigation as it would in a small room. Several investigators may be utilized to make the search; however, all the recording of locations of items of evidence on the rough sketch should be accomplished by the same investigator, assisted by the others as necessary.

## COLLECTING OF EVIDENCE

Collecting evidence at a scene is usually accomplished after the search has been completed, the rough sketch has been finished, and the photographs have been taken. It may be advisable under certain conditions to collect various fragile items of evidence as they are found. For example, items of evidence that would be destroyed by the elements or become contaminated despite protective measures and those items that would impede further search should be collected when they are located and depicted on the sketch. The essential factor is that evidence be carefully and properly collected.

When collecting evidence, handle it as little as possible. Rubber gloves may be used. See Table 5-1 for recommended methods for handling specific items that may be collected at a scene.

If, during the collection of evidence, you touch a piece of evidence in a manner that leaves your fingerprints on the article, indicate this fact in your notes and inform the laboratory personnel if they make an examination of the evidence.

It may be necessary to damage, partially destroy, or otherwise decrease the effectiveness of an article to collect important evidence. For example, it may be necessary to cut the upholstery on a piece of furniture to obtain an area stained with blood or to cut out a section of a wall to collect fingerprints that cannot be collected by other means. This action is based on the merits of the individual case and must have the approval of the installation commander when it has been determined that the action is necessary to the investigation. A door or window may be removed from a building in order to have

Table 5-1.— Recommended methods for Handling Specific Items of Evidence

| Item | Method |
|---|---|
| Pistol, US Army, cal. .45, semiautomatic | Use the fingers on the knurled grips. Do not touch smooth metal parts. Use prepared box with a peg for the barrel or place flat in box for transporting. |
| Paper money, documents, paper | Use tweezers. Do not place tweezers over any obvious smudge. Place each item in a clean plastic envelope or bag. |
| Broken glass | Use the fingers on the edges of larger pieces. Do not touch flat surfaces. Use tweezers on pieces too small for the fingers. Do not grasp over any obvious smudges. Wrap pieces individually in clean tissue and place in a small box. |
| Bottles, jars, drinking glasses | Insert two or more fingers into large mouth vessels. Place the index fingers on the top and bottom of small mouth vessels. Do not contaminate or spill any substance in the vessel that may be of evidentiary value. |
| Bullet | Use fingers or tweezers with taped ends. Avoid damage to rifling marks on the circumference. Place in a pill box. |
| Cartridge case | Pick up at the open end with tweezers. Avoid scratching. Place in a pill box. |
| Dried stains on a floor | Remove by gouging deeper than the stain with putty knife, wood chisel, or other necessary tool. Place in a pill box or larger similar container. |
| Dried stains on the smooth surface of furniture | Scrape with pocket knife or putty knife, removing as little of the finished surface as possible. |

193.24

it processed at a laboratory or held as evidence. Ensure that necessary measures are taken to protect the contents of a building or room from which a door or window is removed.

When collecting evidence at the scene for laboratory analysis, the amounts needed will depend upon the type of evidence and the tests to be conducted. For proper evaluation of stains by laboratory technicians, control samples should be submitted in addition to the collected stains. For example, a stain on soil or porous surfaces is collected by dipping or gouging beneath the stain. In addition, unstained portions are collected and identified as control samples. The integrity of control samples is preserved as carefully as that of evidence.

## PACKING AND WRAPPING OF EVIDENCE

Pack and wrap evidence in a manner that minimizes friction and prevents it from shifting, breaking, leaking, or contacting other evidence.

Items such as glass fragments, evidence in glass containers, impressions, casts, ammunition, bullets, and cartridge cases that are particularly susceptible to breaking or marring, or other destructive changes, also should be packed in cotton or soft paper. When evidence is to be examined for fingerprints, each item of evidence should be packed in a manner that prevents damage to the fingerprints. This is accomplished by fastening the object in the container so that it will not shift nor will any other object come in contact with the area of the object suspected of containing fingerprints.

Liquid evidence, with the exception of explosives, oils, and gasoline, should be packed in all-glass, sterile bottles or other containers and sealed with wax or other suitable materials.

In general, small solid items, such as bullets, fibers, hairs, paint scrapings, powder and powder patterns, and threads, should be placed upon a piece of plain paper, the paper folded, and this packed in separate pill or powder boxes, paper containers, or druggist folds and sealed with adhesive tape, wax, or other suitable material.

Documents, exemplars, standards, string, twine, and rope should be placed in an inner cellophane envelope and an outer manila envelope. Cellophane is not suitable for packing any item which will rust or corrode.

Packages containing items of evidence, such as acids, ammunition, alkalis, gasoline, glass fragments, guns, liquids, matches, medicines, chemicals, drugs, and paints, that require careful or selective handling while in transit should be labeled "corrosive," "explosives," "firearms," "fragile," "gasoline," "keep away from fire," or "keep cool," as appropriate.

Materials bearing traces of accelerants like those recovered in arson should be sealed in either a metal or glass container, e.g., a mason jar. They should not be sent in plastic bags because accelerants will leak through pastic.

The completed packing and wrapping will generally require a combination of the methods indicated. The exact procedure to be used will depend on the item to be submitted; its quantity, condition, and size; and the method of transmittal.

## MARKING AND TAGGING OF EVIDENCE

Marking is best done by inscribing your initials, the military date and the time directly upon individual items of physical evidence. Care must be exercised to place the markings so as not to destroy any latent characteristics on the evidence. When an item of evidence cannot be marked without incurring the preceding, it is placed in a suitable container, sealed and marked. (Table 5-2 indicates places to mark evidence.) Evidence such as hair, soil, and fluids cannot be marked, and are also placed in a suitable container, sealed, and the container marked. The use of carborundum or diamond point pencil is recommended for marking on hard surfaces and ink on other items. You then record the marking and its location in your notebook.

Tagging further serves to help to identify evidence. The property tag (fig. 5-3) contains pertinent data about the evidence and is attached to the article or container. It is recommended that the property tag (also known as the "evidence tag") be completed in ink. The tag also facilitates the processing and handling of evidence by the evidence custodian and the laboratory technician.

## CHAIN OF CUSTODY

The chain of custody begins when an item of evidence is collected, and is maintained until it is disposed of. The chain of custody assures continuous accountability and if it is not properly maintained, an item may be inadmissible in court. The chain of custody is made up of all those individuals who have had custody of the evidence since its acquisition by a police agency. Those persons in the chain of custody must be

Table 5-2.—Methods for marking evidence

| Item | Method |
|---|---|
| Pistol, U.S. Army, cal. .45, semiautomatic | Use diamond point or carborundum point pencil. Mark on slide, receiver, barrel, and magazine. |
| Revolver, cal. .22 | Use diamond point or carborundum point pencil. Mark on barrel, cylinder, and frame. |
| Bullet | Use diamond point or carborundum point pencil, or hard, sharp-pointed instrument. Mark on base. |
| Cartridge case, cal. .38 or larger | Use diamond point or carborundum point pencil. Mark just inside of the open end. |
| Cartridge case, smaller than cal. .38 | Place in a container and mark container. |
| Knife | Use diamond point or carborundum point pencil. Mark on the blade as near as possible to the handle. |
| Liquids | Place in clean glass (plastic, if the liquid may freeze and break the container) container and seal to prevent contamination or leakage. Mark container with diamond point or carborundum point pencil. Attach a label and write the necessary data in ink. |
| Hairs, fibers, dried blood, and powders | Place in clean pill box and seal to prevent contamination. Mark container with ink. |
| Casts of impressions in soil, snow, or other surfaces | Use stick, pencil, or similar marking instrument. Mark on upper surface before cast has hardened. |
| Handkerchief, towel, flag, or similar item | Use ink. Mark near the edge in an area where there appears to be no deposits of value as evidence. |
| Coat, dress, and similar items of wearing apparel | Use ink. Mark inside on a double thickness to lessen the possibility of ink staining the outer surface. |
| Glass, other than small fragments, and similar items | Use diamond point or carborundum point pencil, a piece of adhesive tape (appropriately marked), or a grease pencil. Mark in area where there appears to be no deposits of value as evidence or place in container and mark container with ink. |

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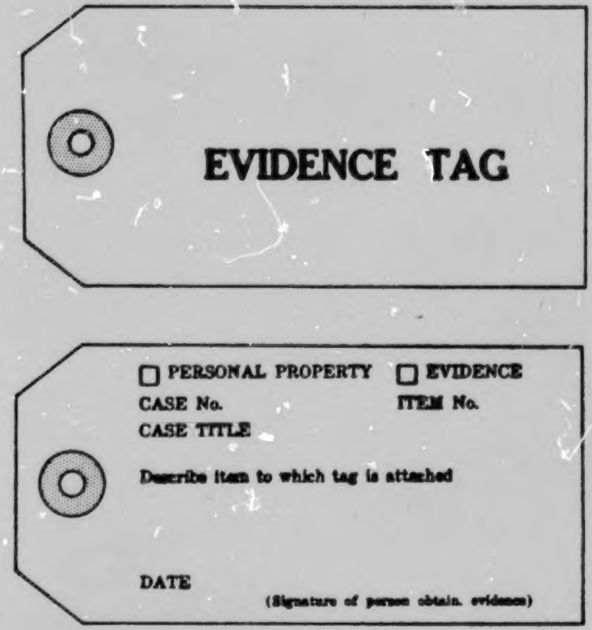
identified on the DA Form 19-31 or its equivalent which is initiated when the evidence is acquired.

Each individual in the chain of custody is responsible for an item of evidence to include its care, safekeeping, and preservation while it is under his control. Because of the sensitive nature of evidence, an evidence custodian is provided to assume responsibility for the evidence when not in use by the investigating officer or other competent authority involved in the investigation, e.g., a trial counsel.

EVIDENCE CUSTODIAN

The evidence custodian must be a commissioned officer, warrant officer, or an enlisted man appointed on competent orders. The person appointed as evidence custodian should be available to receive and release evidence and attend to other administrative matters as required. Ideally, the appointee is assigned to administrative or operations duties. If operational requirements dictate that a fully committed investigator be appointed as evidence custodian,



**EVIDENCE TAG**

☐ PERSONAL PROPERTY ☐ EVIDENCE
CASE No. ITEM No.
CASE TITLE
Describe item to which tag is attached

DATE (Signature of person obtain. evidence)

99.31

Figure 5-3.—Evidence tag.

consideration should be given to appropriately reducing his case load. If necessary, the commander can act as evidence custodian, but this is undesirable because he should be in a position to supervise the custodian and double-check his procedures.

The criteria for appointment and duties of the alternate custodian are the same as those for the custodian. The alternate custodian is to assist the custodian and is available when the custodian is not. The custodian and alternate should not be assigned as a patrol team or be sent TAD at the same time. The alternate evidence custodian does not make final disposition on any item of evidence.

## RECORDS

Military Police Receipt for Property, DA Form 19-31, (see chapter 10 for sample form and procedures for completing this form) is used as the official record of receipt, chain of custody, and final disposition of items of physical evidence.

### Evidence Receipt

When using this form as an evidence receipt, prepare four copies. The original and first carbon are presented to the evidence custodian, the second carbon is given to the person from whom the property was received, and the third carbon is placed in the report file.

### Multi-Page Evidence Receipt

When items of evidence acquired during one transaction exceed the space allotted in a single DA Form 19-31, the list can be continued on additional forms.

### Evidence Voucher

When the original chain of custody form is presented to the evidence custodian it becomes a voucher and is given a voucher number. Evidence vouchers are numbered consecutively for each year and are written in the margin at the bottom right corner of the form. The location of the evidence accounted for with the voucher is penciled in the bottom left margin of the form and is erased and changed whenever the location of the evidence changes, i.e., located in evidence room safe or items one and two in safe; three and four in evidence bin no.6.

The chain of custody section on the evidence voucher is completed whenever any part of the evidence leaves the evidence room, is returned or a new evidence custodian assumes control. The original evidence voucher does not leave the evidence room except for submission in court. A duplicate copy is maintained in the voucher file to indicate the disposition of the original under these circumstances.

### Evidence Subvoucher

A chain of custody form used as a subvoucher accompanies evidence when it leaves the evidence room to record any changes of custody which may occur while the evidence is out of the evidence room. A carbon copy of the original evidence voucher may be used or an extract may be made of the original. Subvouchers are always prepared in duplicate with the original accompanying the evidence. Subvouchers are numbered consecutively, i.e., SV-1, SV-2, etc. This number is added to the number of the original voucher. When only part of the items listed on a voucher are removed from the evidence room, an evidence subvoucher must be prepared. It is prepared exactly as the original voucher except that only those items being released are included in the description of evidence.

### Evidence Voucher File

This file contains original evidence vouchers and those subvouchers which designate the location of an original voucher. It also contains subvouchers which have been used for interim release of evidence. These are filed with the original voucher to which they pertain. A separate evidence voucher file will be maintained for each calendar year.

### Evidence Ledger

The evidence ledger provides a second method of accountability for evidence; the voucher file being the first. The ledger is bound and the information contained therein spans both pages of two facing pages. Entries are made in ink and are separated by a red line drawn across both pages of the ledger. The description of the articles of evidence do not need to be lengthy as on the evidence voucher.

## EVIDENCE DEPOSITORIES

The sensitive nature of evidence requires that it be secured at all times. Normally evidence retained by MA elements is stored in a room designated for that purpose, unless circumstances dictate that a temporary depository be used; Some important general requirements are given below.

### Temporary Depositories

A CONEX container, suitably waterproofed, makes an excellent temporary depository when it is located in close proximity to a 24-hour operational activity.

A safe or filing cabinet suitable for storing classified material may be used for retaining small items of evidence temporarily.

Evidence can be stored temporarily in a building or inclosure not meeting the normal standards of an evidence room with the posting of an appropriate guard force.

### Evidence Room

Basic requirements for a functional evidence room (fig. 5-4) are as follows:

1. The design of the room should allow construction of bins and shelves.
2. The overall capacity of the room must be adequate to accommodate the normal amount of evidence handled by the unit involved.

Internal fixtures necessary to the evidence room include:

1. An arms rack, either standard issue or locally fabricated, which is fastened to the building with bolts or chains.
2. A refrigerator for perishable or unstable items.
3. Shelves or bins for orderly arrangement of appropriate items of evidence.
4. A desk or table for the evidence custodian and a file cabinet for evidence files; size dependent on amount of evidence handled.
5. Two safes or security filing cabinets, not smaller than a field safe. One is used for items of evidentiary value, the other for marihuana, narcotics, and dangerous drugs.

## COMBINATION AND KEY CONTROL

Combinations and keys to both temporary depositories and evidence rooms are retained only by the custodian and his alternate. Combinations are changed upon change of the primary or alternate custodian, each 6 months, or in the event of compromise. Each time combinations are changed they are recorded, placed in a sealed envelope and kept in the unit safe. Two keys are maintained for each lock. One key is maintained by the evidence custodian. Duplicate keys are placed in separate sealed envelopes and maintained in the unit safe.

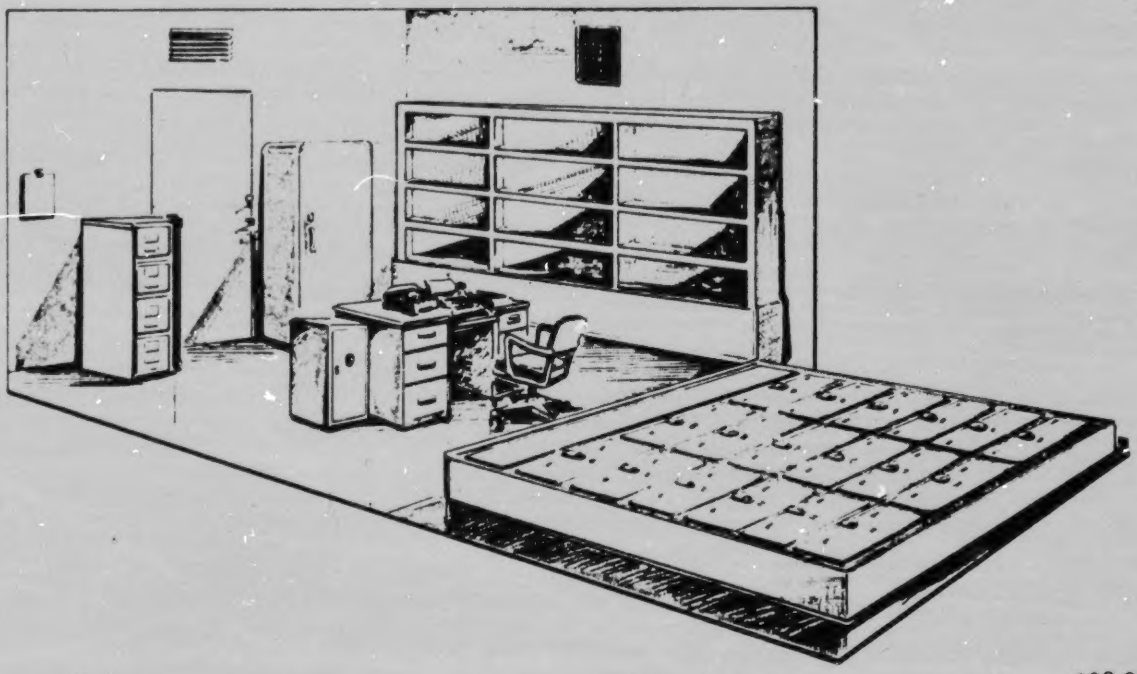
## INVENTORIES AND INSPECTIONS

All inventories and inspections are conducted and made a matter of written record. Through such inventories and inspections, errors in procedure or loss may be discovered before they become too grave. The only effective way to ensure against errors and losses, however, is the effective execution of duties by the evidence custodian. His actions directly affect the admissibility of evidence in court.

### Inventories

MONTHLY.—The evidence custodian inventories the evidence depository every 30 days. He verifies the evidence in the depository against evidence vouchers and the evidence ledger. He assures all postings are current as of the previous inventory.

QUARTERLY.—A disinterested officer, appointed on Special Orders, inventories the evidence depository once each calendar quarter.



193.26

Figure 5-4.—Evidence room.

The disinterested officer is concerned with the same areas mentioned under the monthly inventory.

CHANGE OF CUSTODIAN.—A joint inventory will be conducted by the incoming and outgoing custodian when there is a change of custodians. When the incoming custodian is satisfied that all is in order he signs the received block on all current evidence vouchers, thereby assuming responsibility.

## Inspections

The commanding officer or the officer exercising supervision over the evidence custodian will inspect at least every thirty days to insure the evidence depository meets specified standards. Informal weekly inspections are conducted by the commander to maintain the proper degree of supervision on a continuing basis.

## DISPOSITION OF EVIDENCE

When no longer needed for court-martials or other purposes, property of evidentiary value generally should be disposed of as follows: coordinate with the judge advocate general office for a legal opinion on disposal of property; if the owner of the property is known, and it is not illegal for him to possess the property, return it to the owner; if it is legal to own the property in question, but the owner is not known, turn the property over to the property disposal officer, unless the property is money, in which case it should be turned over to the disbursing officer; and if the property is such that it is illegal to possess it, then destroy it and keep a record of the destruction.

## FINGERPRINTING

Fingerprints are the most positive means of identifying individuals. The ridges on the skin of the palmar sufaces of the hands and the planter surfaces of the feet are commonly referred to as papillary or friction ridges. These ridges form on the fetus before birth and remain unchanged throughout life and even after death, until decomposition of the skin destroys them. Damage to the skin during the life of a person may be either temporary or permanent. Abrasions and slight cuts that do not permanently affect the skin are corrected in time by nature, and the ridges reappear as they existed before the damage occurred. Deep cuts and injuries affecting the innermost sections of the skin will result in permanent scars but the general pattern will continue to exist.

The information given in this text is designed to assist you in applying correct fingerprinting techniques and processes in the field. It does not include procedures used to identify subjects by fingerprints nor the classification of fingerprints. Assistance required beyond the information contained in this text requires more technical considerations. You should seek such help from an investigation laboratory, or from others who are qualified as fingerprint classifiers with the Federal Bureau of Investigation or with local civilian police organizations.

### POWDERING

Fingerprint powders are supplied in the field kits in several colors but black, grey, and dragon's blood are the most frequently used. The commercial powders have been developed over many years until today they are dependable and of the proper composition. Choosing the powder that best contrasts with the background is a good rule of thumb to follow. Dragon's blood has the advantage of showing up on either a dark or light background. A test print should be made by the investigator to determine the appropriateness of the powder for the conditions present. The area selected for the test print should first be lightly brushed with powder to see if any unseen latent is actually present. Then the surface can be wiped clean and the test print made and processed.

The key to successful powder development is to use a small amount of powder with a delicate touch. A portion of the powder should be poured out of the container onto a sheet of paper. The ends of the brush bristles should be touched into the powder. Then the excess powder should be shaken off. A smooth stroke, using the fingers to guide the brush over the suspected area or over the barely visible print, is the technique to adopt. When sufficient ridge detail has been developed so that the direction of flow of the ridges can be observed, the brushing, if continued, should follow the ridge flow. When the ridge detail has been developed it should be photographed. After it has been photographed, if it is deemed desirable, the powdering can be continued in an attempt to bring the print up into greater visibility. It may then be advisable to photograph it again.

A few years ago, MacDonnel invented a new procedure which has been adopted by numerous police departments. The process combines an extremely fine metallic powder and a magnet. The unit is called a "Magna Brush" although no bristles are present. The magnet picks up the powder, and only the powder touches the latent print, reducing the possibility of destroying ridge detail as is possible with a bristle brush. Using the "Magna Brush" excellent prints have been developed on wood, leather, paper, and even cleansing tissue. However, the "Magna Brush" process is comparatively expensive, and good results can be obtained with the normal techniques and equipment.

With ordinary fingerprint powders a technique that has been very satisfactory for developing latents on paper, especially if the prints are fresh and the paper only semiglazed, is to allow the powder to slide back and forth over the paper without brushing. Brushing has a tendency to disturb the fibres of the paper and destroy detail.

Occasionally, in spite of all precautions, the powder will adhere so tenaciously to the object on which the latent is found that brushing will not remove the excess powder. The first lift is utilized to remove the excess powder and the second to preserve the fingerprint for identification purposes.

Partial prints should be marked for orientation, for example: Which is the tip end? From its location, and if other fingerprints or fingermarks are present, it may be possible to determine which finger of which hand made the latent. If two or three prints are available it is nearly always possible to determine which fingers made them.

Glass objects may be passed through the flame and smoke of a burning piece of pine wood. A black, even deposit of soot will form on the object, and careful brushing will often result in developing old latent prints. This procedure may also be used to acquire a small supply of black powder when in the field without proper powders. By removing the accumulated smoke particles from time to time, sufficient powder may be obtained to process latent prints. This process used for developing latent prints should only be attempted in an investigation laboratory.

## LIFTING FINGERPRINTS

The most common materials utilized for lifting latent fingerprints are rubber and transparent lifting tapes. This tape can be produced from commercial sources. Rubber lifting tape stores well and comes in black and white for use with the different colored lifting powders. A piece of tape large enough to cover the print while leaving plenty of room should be utilized. The plastic cover should be carefully removed in one steady movement since any pause will result in a line being left on the tape. In most cases, the powder on the print will not adhere to the line thus possibly ruining the print. Apply the adhesive side of the tape to the powdered print, press it down evenly, then peel the tape from the surface. Replace the plastic cover on the tape over the lifted print to protect it. Rubber tape is better than transparent lifting tape for taking prints from curved or uneven surfaces. Transparent lifting tape has the advantage of presenting the lifted fingerprints in the correct position rather than reversed as on the rubber tape. The tape is available in dispensers which speed up the lifting process. The prints on transparent lifting tape should be mounted on glossy material with the color contrasting with that of the lifting powder. When lifting a print with either transparent or rubber lifters, care must be exercised to preclude the formation of air bubbles under the lifter. Latents found in dust should first be photographed, then they may be lifted. They should not be powdered as this will destroy them. Ordinary transparent tapes used in the home or office are not really suitable for lifting fingerprints, however, they may be used as a field expedient.

## FINGERPRINT PATTERNS

You should be sufficiently familiar with the general pattern types so that you can at least differentiate between the basic patterns. If you have a working knowledge of the classification procedure, you will obtain more intelligent fingerprint evidence at a crime scene, as you will know what to look for and will not be misled by smudges or other fingerprints.

### Classification Designation

Fingerprint patterns have three basic classification designations: arches, loops, and whorls.

The classifier divides arches into two types: plain and tented.

Plain arches are those types of patterns in which the ridges center on the impression and flow or tend to flow to the other with a rise or wave in the center, making no upward thrust, backward looping turn, or angle, and possessing not more than one of the three basic characteristics of the loop (fig. 5-5).

Tented arches are similar to plain arches with the exception that the ridges in the center form a definite angle; or one or more ridges at the center form an upthrust; or approach the loop type, possessing two of the basic or essential characteristics of the loop but lacking in the third (fig. 5-6).

A loop is that type of fingerprint pattern in which one or more of the ridges enter on either side of the impression, recurve, touch or pass an imaginary line drawn from the delta to the core, and terminate or tend to terminate on or toward the same side of the impression from which the ridge or ridges entered. The loop must have three essential characteristics: a sufficient recurve, and its continuance on the delta side until

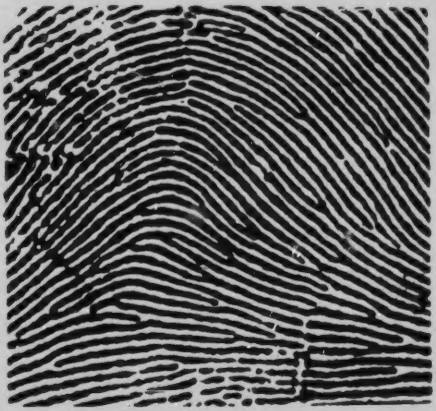


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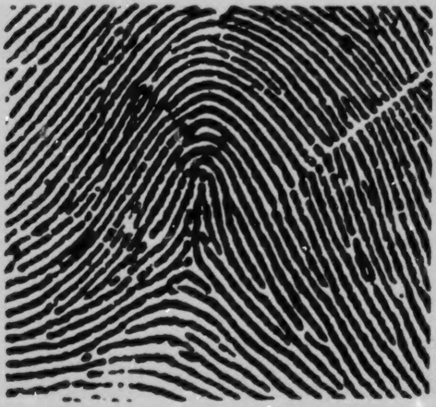
Figure 5-5.—Plain arches.



193.28

Figure 5-6.—Tented arches.

the imaginary line is reached; a delta; and a ridge count of at least one. The classifier divides loops into two types: ulnar and radial.

Ulnar loops are those types of patterns in which the loops flow in the direction of the little fingers (fig. 5-7).

Radial loops are those types of patterns in which the loops flow toward the thumbs (fig. 5-8).

Whorls are those types of patterns in which the ridges form concentric circles or spirals or some variant of this geometric form. They are divided into plain whorls, central pocket loops, double loops, and accidentals.

A plain whorl has two deltas and at least one ridge making a complete circuit, which may be spiral, oval, or any variant of the circle. An imaginary line drawn between the two deltas must touch or cross at least one of the recurring ridges with the pattern area (fig. 5-9).

The central pocket loop consists of one or more recurving ridges, or an obstruction at right angles to the inner line of flow, with two deltas between which an imaginary line would cut or touch no recurving ridge within the pattern area. The inner line of flow of a central pocket loop is determined by drawing an imaginary line between the inner delta and the center of the innermost recurve or looping ridge (fig. 5-10).

The double loop consists of two separate loop formations, with two separate and distinct sets of shoulders, and two deltas (fig. 5-11).

The accidental whorl is a pattern with two or more deltas, and a combination of two or more

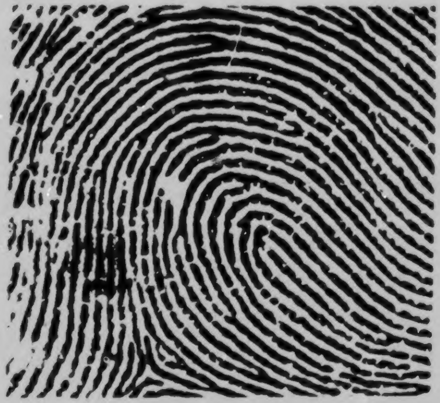


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Figure 5-7.—Ulnar loop, right hand.

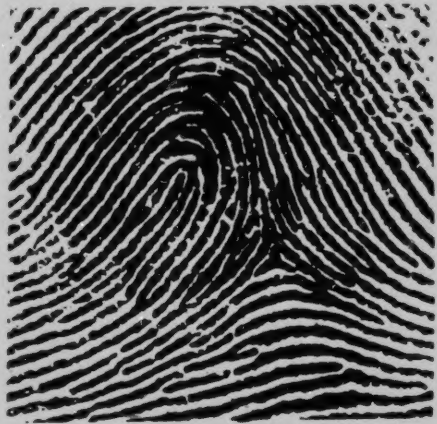

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Figure 5-8.—Radial loop, right hand.

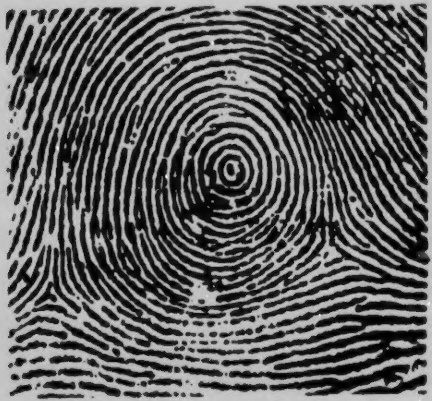

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Figure 5-9.—Plain whorl.

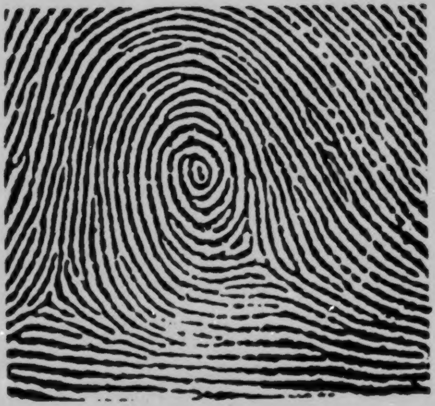

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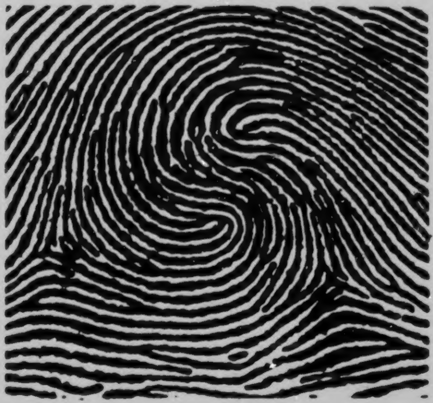
Figure 5-10.—Central pocket loop.



193.33

Figure 5-11.—Double loop.

different types of patterns exclusive of the plain arch. This classification also includes those exceedingly unusual patterns which may not be placed by definition into any other classes (fig. 5-12).

Interpretation

Before you can classify properly a set of fingerprints, you must locate certain defined points. If a person taking fingerprints is unable to locate these points, he is incapable of knowing whether a set of fingerprints is suitable for classifying.

The pattern area is that part of a loop or whorl in which appear the cores, deltas, and ridges used for classifying.

The type lines are the two innermost ridges which start parallel, diverge, and surround the pattern area. In figures, 5-13 and 5-14 the letter "T" indicates the location of the type lines.

The delta is the point on the first bifurcation, abrupt ending ridge, meeting of two ridges, dot, fragmentary ridge, or any point upon a ridge at or nearest to the center of divergency of two type lines, located at or directly in front of their point of divergence. In figures 5-13 and 5-14 the letter "D" indicates the location of the deltas.

The core is the approximate center of the finger impression. In figures 5-13 and 5-14 the letter "C" indicates the location of the cores.

A plain arch usually does not have a core or delta, while a tented arch may have either or both. A loop has one core and one delta. A whorl may have more than one core, must have two deltas,

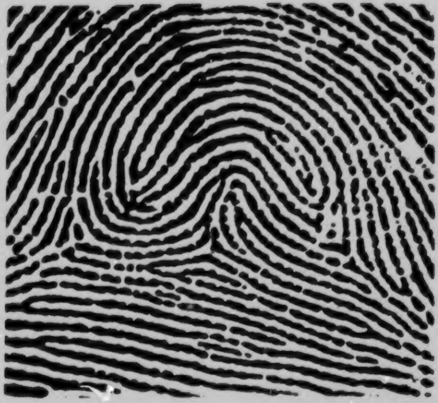


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Figure 5-12.—Accidental.

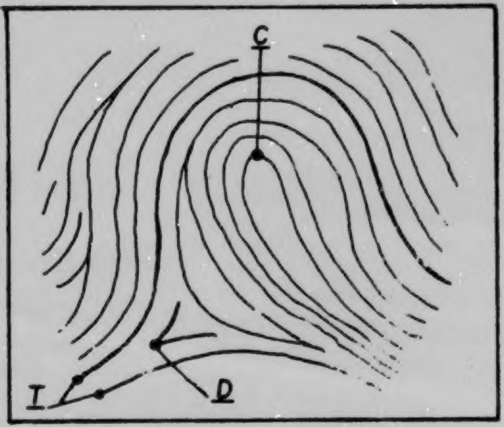

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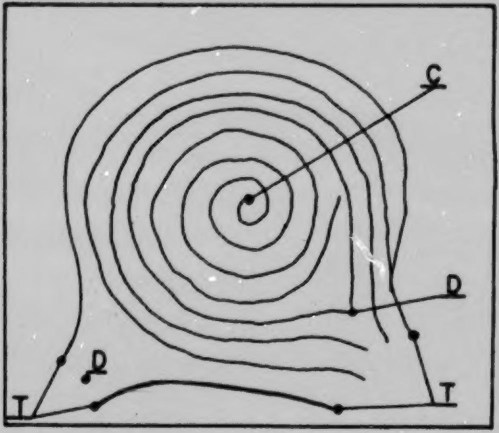
Figure 5-13.—Loop.



193.36

Figure 5-14.—Whorl.

and frequently will have more than two deltas. Figure 5-14 illustrates the presence of two deltas characteristic of whorl patterns.

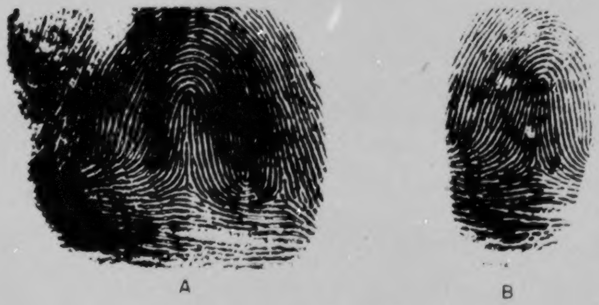
There are other finer points of distinction to be made in determining exactly what constitutes a particular pattern, but it is not the intent to cover them here. However, to classify a loop, it is necessary to count the number of ridges that cross or touch an imaginary line drawn from the delta to the core, and this has a bearing on elimination procedures. It should be apparent that, if a latent print differs in pattern from an elimination print or if a latent print is a loop with about 15 ridges intervening between the core and delta and an elimination print is also a loop but with only 7 or 8 ridges intervening, both prints could not have been made by the same finger.

## TAKING FINGERPRINTS

To establish a person's identity you may be called on to take fingerprint impressions. If satisfactory results are to be achieved, you must take the prints carefully.

Equipment for fingerprinting is inexpensive, and it is easy to operate. It consists of printer's ink (a heavy, black paste in tubes), a roller, an inking plate for applying ink to the fingers, and a clamp or holder for the card (to prevent slipping). Do not use ordinary writing ink or ink stamp pads. These inks are either too light or too thin, and they take too long to dry.

The roller is used to spread a thin film of printer's ink evenly on the inking plate. A roller of the type used by printers to make galley



99.22
Figure 5-15.—Fingerprint impressions.

proofs is very satisfactory, and it may be obtained at any printer's supply house. It should be about 6 inches in length and 2 inches in diameter.

A satisfactory inking plate can be made by inlaying a piece of wood, a piece of plate glass about 14 inches long, 6 inches wide, and 1/4 inch thick. The wood is unnecessary but it helps protect the glass against breakage. The plate should be located at elbow height to make easier the task of applying ink evenly to the entire inner surface of a man's fingers. Fingers not being inked can be held out of the way by placing the inking plate near the edge of the table. An inking plate so located prevents accidental strain in inking the fingers, and it enables you to make uniform impressions.

Figure 5-15 exemplifies the necessity for a fully rolled impression. Views A and B are impressions of the same finger. The finger in view A of the illustration is rolled fully and properly, and reveals that the pattern is what the classifier calls an accidental whorl. View B shows that the finger is only partly rolled, leaving barely enough of the pattern to lead the classifier to believe it is a tented arch. The larger surface of the fully rolled impression not only allows accurate classification but it also gives more points for comparison.

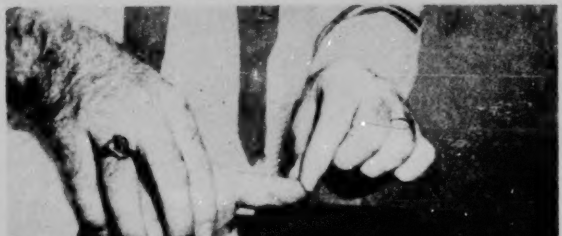
When ready to take fingerprints, place a small daub of ink on the inking place and roll it thoroughly until a thin, even film covers the entire surface. Place the person whose prints are to be taken directly in front of the plate and at a forearm's length. To make a rolled impression, place one side of the finger on the inking plate; then roll it to the other side, facing the opposite direction. You must see that each finger is inked from its tip to below the first joint. Press the finger lightly on the card, and roll it carefully. This method of fingerprinting gives a clear rolled impression of the finger. Ink and print each finger separately. To avoid the danger of smudging, wipe the ink from the finger directly after making the impression. Begin with the thumb, and then print the index, middle, ring, and little fingers in that order.

## MAKING ROLLED IMPRESSIONS

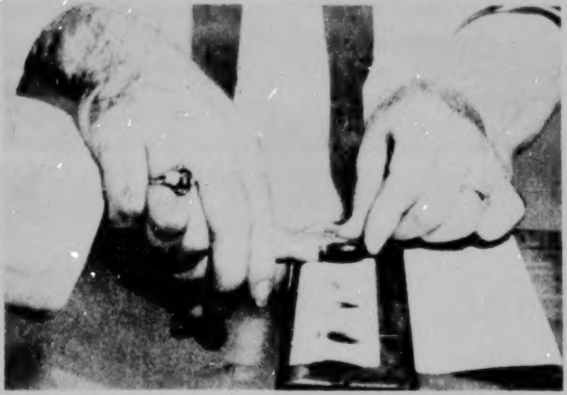
Because of the arrangement of the bones in the forearm, the thumb should always be rolled toward the center of the man's body, whereas the fingers should be rolled away from the center of the body. Rolling the fingers and thumbs in this manner relieves them from strain so that they are relaxed at the end of the roll. This procedure enables you to lift a finger or the thumb from the card with ease, without danger of the card slipping and blurring the print.

Figure 5-16 shows the proper method of holding a finger for inking. The proper method of printing a rolled impression is demonstrated in figure 5-17.

Light pressure is used in making rolled impressions. Practice making them, and determine through experience just how much pressure is required. Furthermore, caution the man whose prints are being taken to relax. Request him to refrain from trying to help you by exerting any pressure on the ink plate, because such assistance prevents you from applying the proper pressure. Usually you can get him to relax by requesting that he look at the opposite wall instead of his hands.

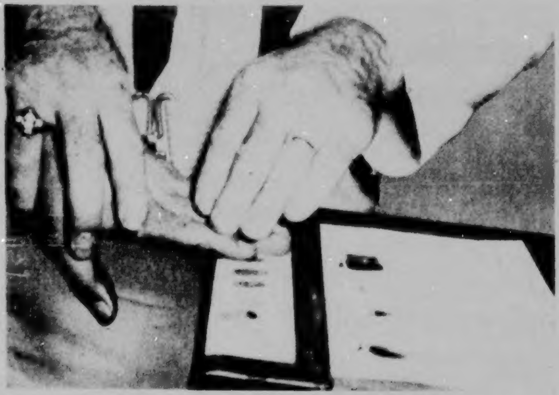


99.23
Figure 5-16.—Inking for rolled impressions.



99.25

Figure 5-17.—Printing a rolled impression.



99.25

Figure 5-18.—Taking plain impressions.

To make plain impressions, press all the fingers to the right hand lightly on the inking plate. Then press them in the space provided on the lower right corner of the card. Repeat this procedure on the fingers of the left hand. After you complete this operation with the left hand, ink and print (without rolling) the thumbs of both hands. Figure 5-18 shows the correct method of taking plain impressions.

Fingerprinting appears to be a very simple process but, at times, the quality of prints submitted to the FBI is so poor that identification is delayed or is even impossible.

Poor Impressions

Poor impressions usually are caused by one or more of the following mistakes:

1. The use of poor, thin, or colored ink, resulting in impressions too light or too faint or with obliterated ridges. Best results are obtained by using heavy, black printer's ink. This is a paste, and it should not be thinned before using. It dries quickly and does not blur or smear in handling.

2. Failure to clean the person's fingers thoroughly before inking. If foreign matter (or perspiration) adheres to the fingers, false markings appear and characteristics disappear. Alcohol is very good for cleaning fingers; windshield cleaner and benzine are also good cleansing agents. In warm weather, all perspiration must be wiped from the fingers before inking.

3. Failure to clean the inking apparatus after each use. The same liquids described in item No. 2 may be used for removing ink.

4. Failure to roll the fingers fully from one side to the other, and failure to ink the entire finger area from tip to below the first joint. Such failures result in important areas not appearing on the print. The impression should show the entire finger, from the first joint to the tip,and from one side to the other side.

5. The use of too much ink, resulting in the obliteration of ridges. Just a touch of the tube of ink to the plate is sufficient for several sets of prints. It must be spread with a roller into a thin, even film.

6. The use of too little ink, resulting in ridge impressions too light and too faint for tracing or counting.

7. Slipping or twisting of the fingers, causing smears, blurs, and false patterns. Hold the fingers lightly, using little pressure, and caution the man against trying to help. Ask him to remain quiet and relaxed.

By following the foregoing instructions closely, you can make clear fingerprints that can be classified quickly and accurately. In police work, it is often important that fingerprints be classified quickly for purposes of identification. Identification cannot be made quickly, however, if the quality of the prints is unsatisfactory. Make the prints right the first time!

## CRIME SCENE PHOTOGRAPHY

Photographs are made at a crime scene to supplement notes and sketches, to clarify written reports, to provide a permanent record of perishable or fragile evidence, and to provide for identification of personnel.

The most important rule in crime scene photography is to photograph all evidence before anything is moved or touched. Fingerprints are photographed prior to the lifting process.

When feasible, photograph an object from different angles to insure complete coverage. Take care however, to avoid angles which produce a distorted image and do not represent a true picture of that which is actually seen by the naked eye.

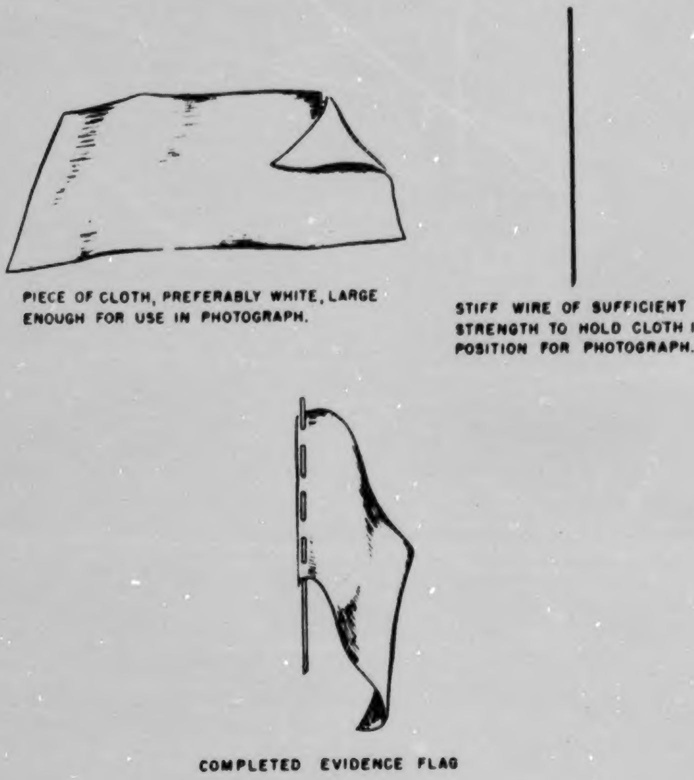
Evidence flags are useful in marking the location of small items of evidence for a photograph (fig. 5-19). Do not photograph investigators in the scene.

## RECORDING PHOTOGRAPHIC INFORMATION

Notes are made concerning the time of day the photograph was made, type of camera used, type of lens, type of film, the diaphragm and shutter setting, the light source, the filter used, and the distance from camera to subject as well as the height of the lens above the ground. Show all camera positions on the crime scene sketch or on a sketch specifically for this purpose. Photographs taken at a crime scene may be studied later to find clues that may have been previously overlooked. A photograph will always show more than a witness is able to recall with certainty.

### Photographing Indoors

When the crime scene is indoors, take photographs of the house or building and surrounding grounds on which the building is located. Photograph all rooms having a direct connection with the one in which the actual crime occurred as


PIECE OF CLOTH, PREFERABLY WHITE, LARGE ENOUGH FOR USE IN PHOTOGRAPH.
STIFF WIRE OF SUFFICIENT STRENGTH TO HOLD CLOTH IN POSITION FOR PHOTOGRAPH.
COMPLETED EVIDENCE FLAG

193.37

Figure 5-19.—Construction of evidence flags.

well as points of entry or exit. Places where evidence has been concealed are photographed. Take photographs to show the situation immediately before the occurrence to include evidence of a struggle, drinking glasses, food on tables, lights burning, and anything unusual or unnatural.

### Photographing Outdoors

If the crime scene is outdoors, take photographs which will identify the location. Impressions of footprints, tire tracks, and effects on foliage such as bent grass, broken twigs, or branches can be very valuable.

## NARCOTICS AND DANGEROUS DRUGS

This section provides you with information on the characteristics, field testing, and handling of some of the drugs most often found in the hands of military personnel. To assist in this purpose, a special colored chart of commonly found drugs and narcotics is furnished (fig. 5-20).

Narcotics, dangerous drugs, and marihuana are categorized by the effect that they have on the user. There are four groupings: depressants, stimulants, hallucinogens, and volatile chemicals. Due to limited space only the more common ones of each group will be discussed here.

### THE DEPRESSANTS

Depressants act upon the central nervous system and slow it down. The term depressant is often associated with the feeling of being depressed, a depressed state of mind, or anxiety. For this reason, the use of the word depressant sometimes causes confusion. The drug abuser would argue against using the term depressant. Their retort might be, "Man, when I take it, I feel high and stimulated—relaxed—not depressed." The "high" that drug users constantly strive to attain is a state of well being, release, and comfort—an escape mechanism from the reality with which they cannot or will not cope. This imagined or real state of being is called euphoria. Seeking the new or better high is what motivates many people to move from drug to drug.

### Opium

Perhaps one of the first real drugs of abuse was opium. The use and pleasurable effects of the opiates were known to many ancient civilizations throughout history. It was known to the Egyptians around 1500 B.C., and used in Europe during the Renaissance Period to treat hysteria, which may have made it one of the first therapeutic agents in treating mental disorders. In the 17th century, the practice of smoking opium spread throughout China and the dependence resulting from it was recognized as a problem. Opium eating was known in the United States as well as in England during the time of our Revolutionary War; it was used by 18th century doctors to treat ailments such as veneral disease, cancer, gallstones, diarrhea, and to relieve pain at childbirth.

Opium is the milky white juice that is obtained from the pod of the poppy plant, papaver somniferum. The substance darkens to a blackish brown color and thickens upon exposure to air.

Raw opium has a distinctive and pungent odor. It is most commonly used by smoking in long stemmed pipes. There have been reported instances in Vietnam and Korea where marihuana cigarettes have been dipped in opium solution and smoked. The user presents a sleepy and relaxed appearance while under the influence of opium.

Opium creates both mental and physical dependence in the user. Raw opium is the source of morphine, heroin, codeine, paregoric, and other derivatives.

### Morphine

Morphine is obtained from raw opium base through a chemical process with a ratio that requires 10 pounds of raw opium to yield 1 pound of morphine base. A German, named Serturner, first isolated the substance in 1804, and a few years later named it morphine after the Greek god of dreams, Morpheus. The drug was first used in medicine in 1825 as a pain killer, and is still used as such today. The use of morphine increased considerably with the invention of hypodermic syringe by an Englishman around 1843. The hypodermic syringe was introduced into this country about 1853 and was in use at the time of the Civil War. Morphine was used extensively for wounded Union Troops, and veterans of that war developed physical dependence which was then desribed as the "soldiers disease." Doctors at that time did not clearly understand the addiction or dependence caused by morphine. However, sometime around 1870, the physical properties of opium and morphine were becomming more clearly understood. In fact, the first anti-opium law passed in the

United States was a city ordinance enacted in San Francisco in 1875.

Morphine usually appears as a white crystalline powder on the illicit market but also appears in tablet capsule, and liquid form. It has no distinguishing odor. Morphine provides medical standards by which other narcotics are evaluated.

Morphine is usually administered by injection with the hypodermic syringe (or the hypodermic needle and medicine dropper combination), and creates both mental and physical dependence in the user. A euphoric state is obtained with morphine, and the user presents a sleepy or relaxed appearance and may exhibit constricted pupils of the eyes.

### Heroin (Diacetylmorphine)

Heroin was developed in England in 1874, but little interest was shown in the new product until about 1890 when it was determined that the new substance was much stronger than the morphine base from which it was derived. Commercial production of heroin began in 1898 in Germany by the Bayer Company. Heroin was advertised as a cure for morphine dependence. It was soon learned, however, that heroin caused a dependence that was much more difficult to deal with than morphine.

Heroin, like morphine, usually appears as a crystalline white powder, and is normally sold in glassine paper packets or in capsules. Heroin that is darker in color contains more impurities. It has no odor.

Heroin, which is about four to five times stronger than morphine, is normally the drug addict's choice among drugs that cause physical dependence because of its durability of action whatever the percentage of dose. Methods of use and effects of heroin are similar to those of morphine to include mental and physical dependence. A lethargic, drowsy, "on-the-nod" physical state can be expected as a result of a dose of heroin. Inhaling heroin causes redness and rawness around the nostrils from the powder form and due to an acid content in the substance.

Normally, drug users do not start their needle habit by injecting directly into a vein, but begin with intradermal injections, or scratchings parallel to or just under the skin. "Skin popping" or subcutaneous injection refers to entry of the needle beneath the skin surface. An intramuscular injection goes into the muscle and flesh of the body. Finally, intravenous injection directly into the blood stream by piercing the vein will obtain the quickest reaction to the drug. (Injecting heroin leaves visible scars or "track marks" that are usually found in the inner surface of the arms and elbows, although heroin users may inject into the body where needle marks may not be seen such as between the toes or behind the knees.)

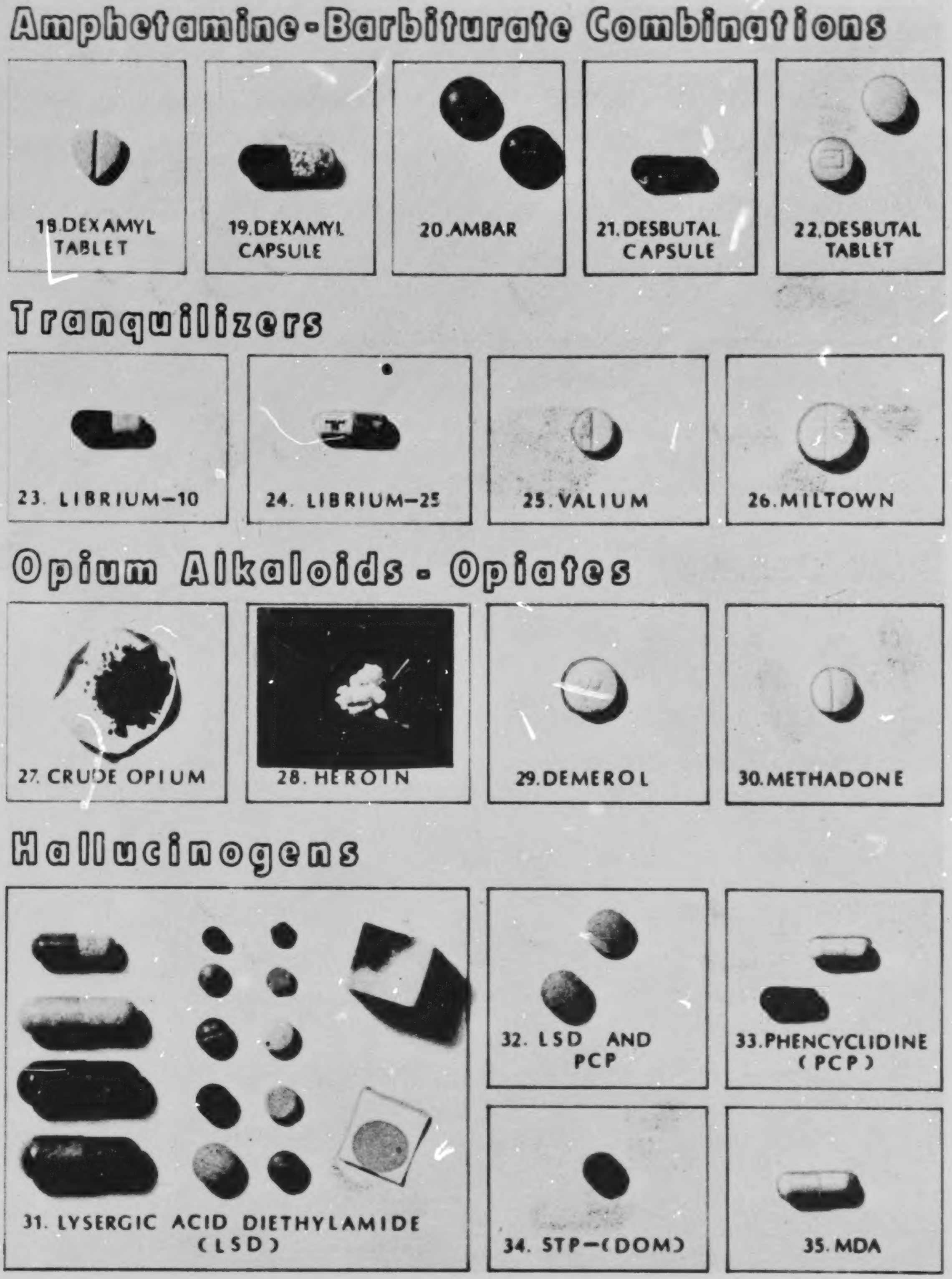
A syringe, bent spoon or bottle cap, eye or medicine dropper, matches, cotton, a nail or bent razor blade, a belt or tie, and needles are all items that can be found in or as a part of the kit used to prepare and administer heroin (fig. 5-21).

Heroin is big business with a high return on invested capital, and organized crime controls the trafficking and sale. Over 80 percent of the heroin entering the United States comes from the poppy fields of Turkey via Europe. The raw opium is smuggled out of Turkey and into Lebanon and other mideastern countries where it is converted into morphine base. From there, it finds its way to clandestine laboratories in France where the final conversion step into heroin is completed. Then, the heroin is smuggled to the American continent for wholesaling, cutting, resale, and distribution down to the street level. Heroin is also received from Mexico, South America, and the Orient.

Heroin sold on the streets has diluted strength when compared to the heroin as it initially enters this country. For instance, heroin coming from Europe in most cases is over 90 percent pure. By the time it is "cut" or adulterated with milk, sugar, quinine, or Mannite (a foreign laxative), the average street dose probably contains from 3 to 5 percent heroin. These items are used to cut heroin because they are like heroin in color, they provide bulk, and they readily dissolve in water with the heroin when the user prepares for a dose or a "fix".

There has been an increase nationally in drug-related deaths due to overdose (OD). This is caused by a person taking a dose of a drug that contains a much higher percentage of the drug than the user's tolerance can withstand. If a heroin dependent person is accustomed to getting the average street dose in his area, e.g., 5 percent, and he unknowingly purchases a dose containing 18 percent, the dramatic increase in potency may so severely depress the central nervous system that the resultant respiratory failure may cause death.

Another peril facing the heroin user (or the abuser of any drug administered via the needle) is the high incidence of veneral disease, and serum hepatitis that pervades the drug culture. Because both are blood transmitted diseases, persons using and sharing needles with



Amphetamine-Barbiturate Combinations

18. DEXAMYL TABLET
19. DEXAMYL CAPSULE
20. AMBAR
21. DESBUTAL CAPSULE
22. DESBUTAL TABLET

Tranquilizers

23. LIBRIUM-10
24. LIBRIUM-25
25. VALIUM
26. MILTOWN

Opium Alkaloids - Opiates

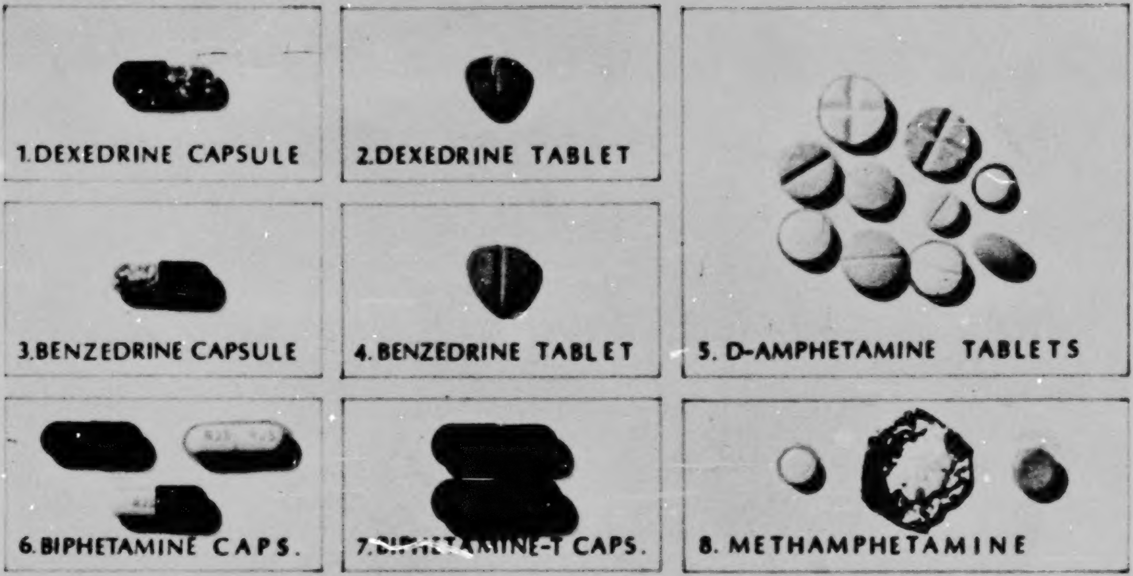
27. CRUDE OPIUM
28. HEROIN
29. DEMEROL
30. METHADONE

Hallucinogens

31. LYSERGIC ACID DIETHYLAMIDE (LSD)
32. LSD AND PCP
33. PHENCYCLIDINE (PCP)
34. STP-(DOM)
35. MDA

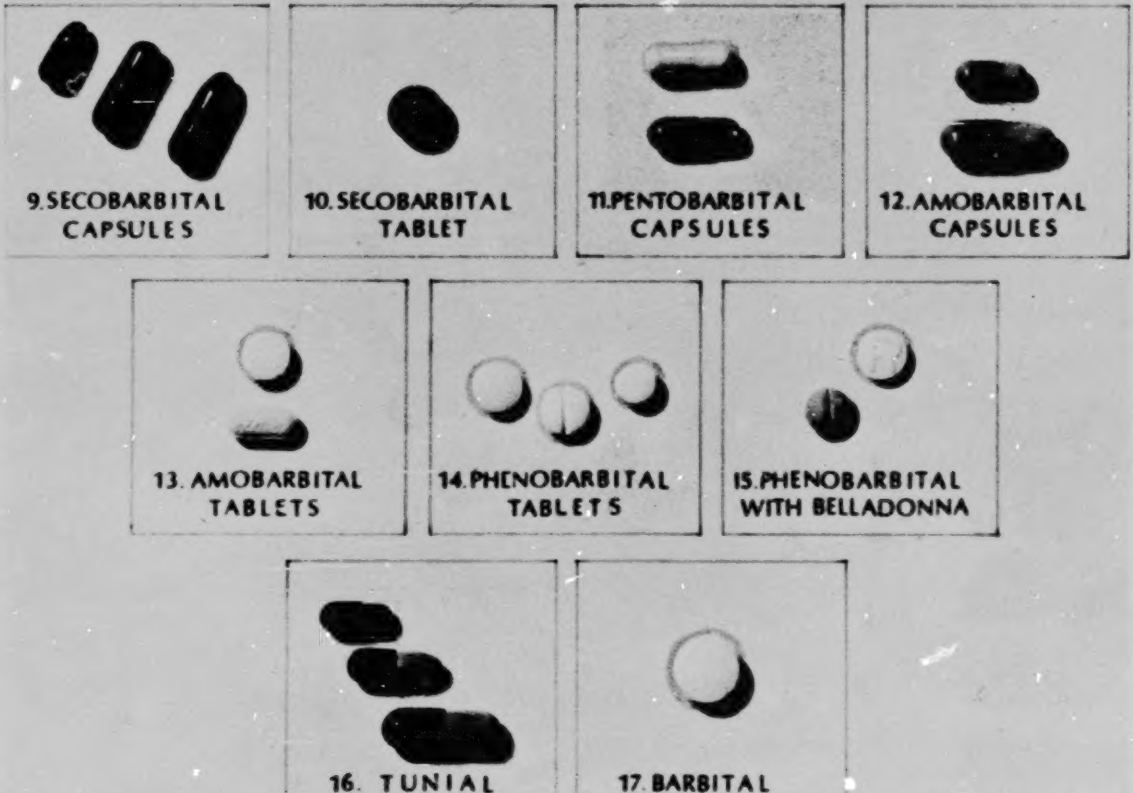
Figure 5-20.—Drug identification. 193.38

## Amphetamines



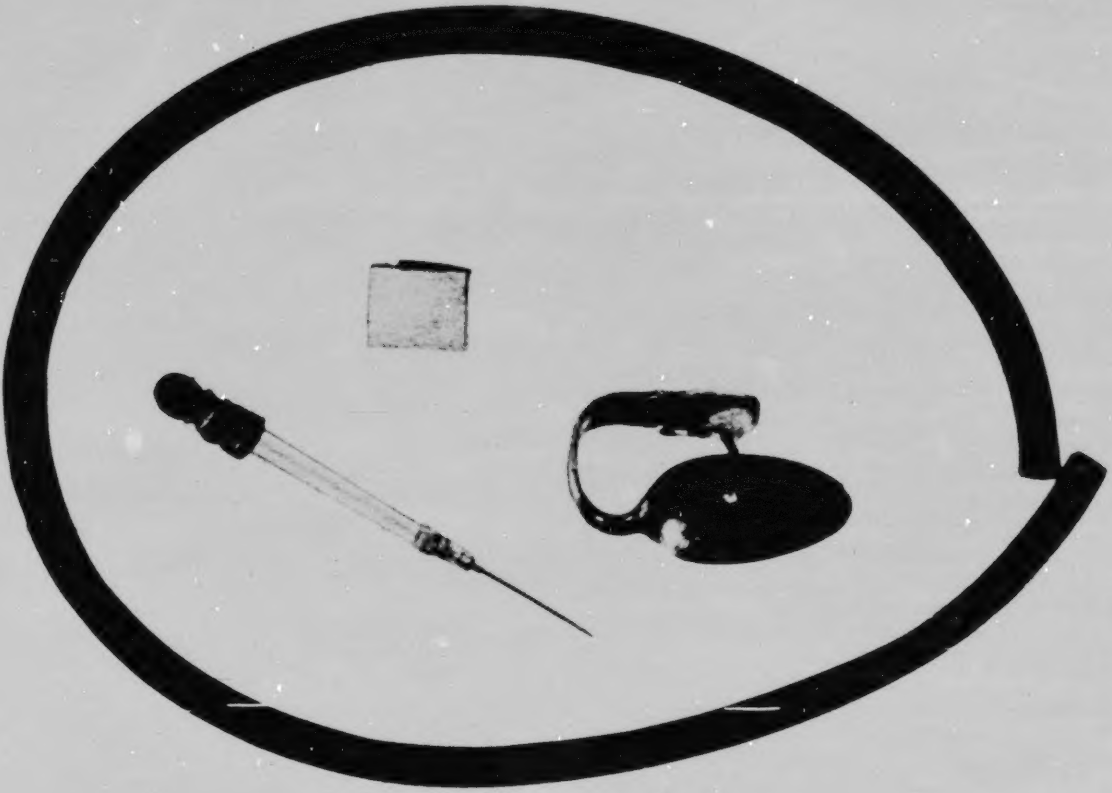
1. DEXEDRINE CAPSULE
2. DEXEDRINE TABLET
3. BENZEDRINE CAPSULE
4. BENZEDRINE TABLET
5. D-AMPHETAMINE TABLETS
6. BIPHETAMINE CAPS.
7. BIPHETAMINE-T CAPS.
8. METHAMPHETAMINE

## Barbiturates



9. SECOBARBITAL CAPSULES
10. SECOBARBITAL TABLET
11. PENTOBARBITAL CAPSULES
12. AMOBARBITAL CAPSULES
13. AMOBARBITAL TABLETS
14. PHENOBARBITAL TABLETS
15. PHENOBARBITAL WITH BELLADONNA
16. TUNIAL
17. BARBITAL

Figure 5-20.—Drug identification (continued). 193.38.1



193.39

Figure 5-21.—Narcotic equipment.

other drug abusers run the risk of injecting themselves with traces of blood from a disease carrier.

A person who is physically and mentally dependent on heroin also is heavily dependent on obtaining a supply of money to support the dependence. Habits vary with the tolerance that has been established in the body. Some drug dependents may be able to feel comfortable with a $20 a day habit; others may require as much as $100 a day or more. It is not unreasonable to assume that the rise in crime nationally is due, in part, to drug dependent persons stealing or using other illicit methods to support their habit.

Symptoms of withdrawal and denial of substances causing morphine and heroin type dependency include:

(1) Nervousness, anxiety, sleeplessness.

(2) Yawning, running eyes and nose, hoarseness, and perspiring.

(3) Englargement of the pupiles of the eyes, "gooseflesh," muscle twitching.

(4) Severe aches of back and legs; hot and cold "flashes."

(5) Vomiting, diarrhea, and stomach cramps.

(6) Increase in breathing rate, blood pressure, and temperature.

(7) A feeling of desperation and obsessional desire to secure more of the drug.

(8) Typically, the onset of symptoms occurs about 8 to 12 hours following the last dose. Symptoms increase in intensity, reach a peak between 36 and 72 hours, gradually diminish over the next 5 or 10 days, and usually disappear entirely within 10 to 14 days. Weakness, insomnia, nervousness, and muscle aches and pains may persist for several weeks. It is possible to become

physically dependent on more than one drug at the same time.

### Codeine

Codeine was discovered in 1832 and is another derivative of opium. It appears on the market in tablets, capsules, and in liquid form, and can be administered orally or by injection. Creates both mental and physical dependence in the abuser, but is milder in effect than morphine or heroin. It is prescribed extensively in medicine and is the base of many pain relievers and cough remedies. Codeine is normally used by drug abusers when more powerful opiates are not available. It is found in opium, but is produced from morphine.

### Barbiturates

Barbiturates are a group of nonnarcotic drugs that are derived from barbituric acid, which was given its name because it was discovered on Saint Barbara's Day in 1863 in Germany. Sometime around 1903, barbital, the first barbiturate to be used medically, was introduced in Germany, and was followed in 1912 by the second oldest barbiturate, phenobarbital. Since that time, over 2,500 barbiturates have been synthesized, but today only about 30 are widely used medically.

Barbiturates are often referred to as "sleepers" or "downers" because of their depressant and sleep producing effect on the central nervous system. The effects and symptoms of use of barbiturates resemble the intoxication associated with alcohol except that there is no odor on the breath. Constricted eye pupils may be apparent as will slurred speech, drowsiness, lack of coordination, and disorientation.

Because barbiturates are among the most versatile of the depressants, they are used for treating epilepsy, high blood pressure, mental disorders, and before and during surgery. Alone, or in combination with other drugs, they are used for many illnesses and situations requiring sedation. Barbiturates are capable of depressing or inhibiting the normal activity of nerves and muscles. Under medical supervision, barbiturates are safe and effective, but when they are abused in large amounts, they can be very dangerous because tolerance and physical and mental dependence develops.

Barbiturates appear as tablets, powders, capsules, and in liquid form, but are most often taken orally in tablets or capsules. Barbiturates appear in a variety of colors due to the manner in which they are packaged and marketed. The more popular tablets and capsules are usually called by their slang names. For example:

(1) Pentobarbital and Nembutal are called "yellow jackets."

(2) Seconal and secobarbital are referred to as "reds," "red devils," "red birds," or "pinks."

(3) Amobarbital tablets and capsules are called "blue birds," "blue devils," or "blue heavens".

(4) Tuinal, a mixture of amobarbital and secobarbital, is called "rainbows," "double trouble," or "reds and blues."

## THE STIMULANTS

Stimulants excite or stimulate the central nervous system. They can be obtained from nature (e.g., the coca plant) and can be synthesized by man.

### Cocaine

Cocaine is obtained from the leaves of the coca plant which is a squat bush that grows in the Andes Mountains in South America. An alkaloid, cocaine occurs naturally in the leaves in such concentrations that the natives obtain a stimulant effect from chewing the leaves.

Cocaine is a white crystalline powder similar to snow in appearance. It causes mental dependence, but not physical dependence. Tolerance does not develop, and abusers seldom increase their customary dose. Cocaine produces a sense of euphoria and a feeling of increased muscular strength as well as increased heart rate and blood pressure.

Cocaine usually is sniffed so that it contacts the mucous membranes in the nose or it can be injected. Some drug abusers use cocaine with other drugs such as morphine or heroin. Combination shots of cocaine and heroin, cocaine and morphine, or all three are called "speedballs."

The after effects of cocaine include anxiety, restlessness, possible hallucination, and feelings of paranoia and depression. It causes a dilation of the pupils of the eyes and users who sniff cocaine over a period of time develop running noses and sniff frequently.

### Amphetamines

The amphetamines were discovered in 1927 in Los Angeles, California, by George Allen, a pharmacologist. The amphetamines are synthetic nonnarcotic dangerous drugs and are related chemically and pharmacologically to a group of compounds generally known as sympathomimetic amines, which act like adrenaline on the body. They have a marked stimulating effect on the central nervous sytem.

Amphetamines are widely used by people such as truck drivers and night watchmen to stay awake or increase alertness. Often this is a feeling rather than a measurable increase. They are also widely used medically to treat obesity because they inhibit or suppress the appetite. For this reason, amphetamines are popular with women who are concerned with weight control. Many doctors no longer prescribe amphetamines for this purpose because of the abuse potential and possible side effects. In addition to weight control, amphetamines are used medically to treat narcolepsy, which is a disease that results in involuntary attacks of sleep. Amphetamines are also used to counteract the effects of depressant drugs.

Amphetamines appear in capsule, tablet, or liquid form. They are most often taken orally but can be injected. Like the barbiturates, amphetamines are known by their street slang names, i.e., dexedrine (dexies), benzedrine (bennies), and uppers (co-pilots or pep-pills).

## THE HALLUCINOGENS

The hallucinogens are the psychotomimetic or mind altering substances that change or alter the state of consciousness. They encompass a broad spectrum of drugs and compounds some of which are mild in nature and reaction while others cause devastating results. As with other forms of drug abuse, there are many reasons given for the abuse of hallucinogens. Frequently, the reason seems to be a belief that by using hallucinogens, a heightened state of awareness can be obtained in order to seek and truly understand the meaning of truth, love, knowledge, and values. Whatever the reason, the effects dramatically change the life style of many abusers.

### Mescaline and Peyote

Mescaline is derived from the buttons of the peyote cactus which grows in Central America and the Southwestern United States. Mescaline currently is popular among the drug culture because it is thought to be a smooth and safe hallucinogen. The use of mescaline and the chewing of peyote buttons has been practiced for centuries by various Indian tribes both as a medicine and as a part of religious ceremonies. It is still used by Indians who are members of the Native American Church to induce mystical visions. To facilitate ingestion, peyote buttons are ground into powder and taken orally. Mescaline is available on the illicit market as a crystalline powder in capsules, or as a liquid in ampuls or vials. Because of its bitter taste, the drug is injected or eaten with food or beverage. Mescaline produces illusions and hallucinations lasting from 5 to 12 hours, and creates psychological dependence.

### DOM (Also known as STP)

DOM appeared on the drug scene early in 1967. Underground newspapers promoted its use claiming that STP was stronger than LSD. STP has been found to be about 1/15 as strong as LSD in the average dose. STP stands for serenity, tranquility, and peace in the drug culture. A study conducted at Johns Hopkins University found that mild doses lead to euphoria, and stronger doses lead to genuine hallucinations; effects have been noted to last up to 10 hours. STP is not found in nature, but is synthesized in laboratories and is placed in tablets slightly larger than LSD capsules or tablets. One STP form is called the magic pumpkin seed because of its long, yellow appearance.

### LSD (d'Lysergic Acid Diethylamide)

LSD was synthesized by Albert Hoffman at the Sandoz Laboratories in Switzerland in 1938. It is derived from the lysergic acid present in ergot, a fungus that grows on rye. LSD was brought to the United States in 1948 by two doctors for experimental treatment in mental health; it failed in both alcoholic and mental cases. Research continued and by 1960, illegal production, distribution, and use of LSD began to increase. Use has declined recently in some areas as drug abusers have recognized LSD's dangers and have moved on to methamphetamines. At the present time, there is no legitimate manufacturer or use of LSD in the United States.

LSD comes in two forms: dextro and levo. The d form of LSD is the active form and is almost 100 times stronger than the l form which causes no reaction.

LSD is a tasteless, odorless, colorless liquid in its pure state and is normally taken orally. On the illicit market it can be found as a tablet, crystalline powder in various capsules, or in liquid form in ampuls. It is often impregnated in sugar cubes, cookies, or crackers, and can be put on the back of postage stamps, or on letter paper to be eaten by the receiver.

LSD is the most potent hallucinogen known. One ounce of LSD contains a sufficient amount for about 300,000 doses or LSD experiences. The LSD on the tip of a pin would be sufficient for several "trips." The average dose of illicit LSD "caps" contains about 100 micrograms.

LSD primarily affects the central nervous system by producing changes in mood and behavior. It may also dilate eye pupils, cause tremor, elevate temperature and blood pressure, and produce hyperactive reflexes in the user. Tolerance to the behavioral effects of LSD quickly develops with several days of continued use. As with the other hallucinogens, physical dependence may not occur but minor mental dependence may develop.

Other manifestations of LSD include hallucinations, panic or paranoia, extreme anxiety, mental depression with suicidal thoughts or attempts, and "release" from reality to the point that the user does not know who or what he is. These are unpredictable reactions that may not be experienced by all users.

Flashback, a bizarre after-effect of the LSD experience, is the reoccurrence of the LSD trip at some unknown future time. Flashbacks can occur after one LSD trip or after 50 trips. Some people who have used LSD may never experience flashback, while other have experienced it more than once. Flashbacks usually occur with the same intensity as the original LSD experience, but not necessarily for the full duration. There is no clear evidence to explain flashback or what causes it since LSD cannot be traced in the body. It is possible that the LSD molecules break down and attach themselves to other chemicals already in the body and lie dormant until something at some future time triggers their release to cause the flashback. Flashback could be triggered by some sensory or auditory stimuli that closely resembles physical or environmental conditions during the original experience.

Because LSD is such an elusive chemical in the body, all its effects are not known. For instance, there is concern about the possible occurence of chromosome damage to users of LSD. The question also remains concerning chromosome damage and anatomical damage to the unborn children of LSD users. A 1970 report by George Washington University is the first long-term study of its kind and might indicate where further research is needed and the results that can be expected by future studies. The study covered a period of 2 years and followed 112 women through 127 pregnancies from conception or as close as possible. All subjects in the control group had used LSD prior to, during, or after conception. As a group, these women experienced 18 times the rate of serious birth defects in their offspring compared to defects experienced by the general population. The rate of spontaneous abortion was nearly double that of the general population.

### Marihuana (Cannabis Sativa L)

Of the illicit drugs of abuse, marihuana is the greatest problem to the military. Only alcohol, which is legal, exceeds marihuana as a drug abuse problem.

Marihuana is a sturdy hemp plant that grows like a common weed most anywhere in the world with little or no care (fig. 5-22). Marihuana contains an active chemical ingredient in the

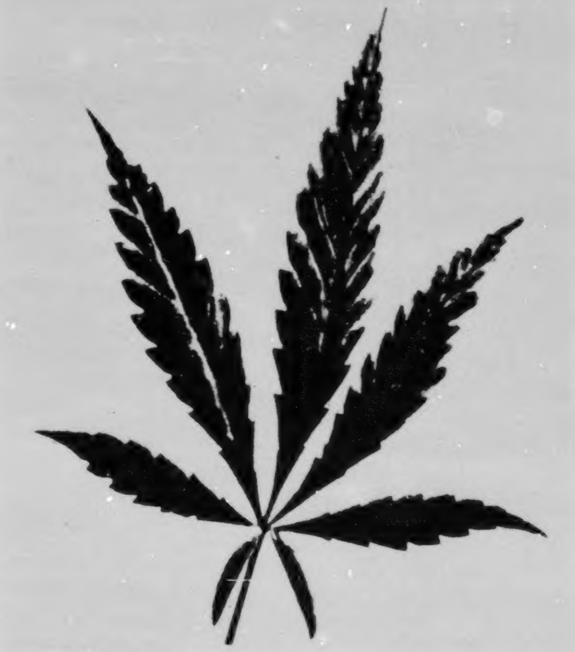


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Figure 5-22.— Marihuana leaf.

resin of the plant called tetrahydrocannabinol (THC), which was first isolated in 1940 and has since been synthesized in 1966. THC is the chemical that produces the euphoric effect and is found in highest concentration in the flowering leaves and tops of the female marihuana plant. Marihuana plants from the tropics and warm climates have a higher THC content than those from cooler climates. For this reason, marihuana from Mexico or Southeast Asia is preferred to our own domestic variety because of the higher THC content.

It is relatively easy to identify the hemp plant. The compound leaves are the key; each of the larger ones consisting of 5 to 11 leaflets, generally seven. Each leaflet is covered with small hairs, has notched edges, and has pronounced veins. The upper side of the leaf is deep green in color and the lower side is lighter green.

Marihuana is usually smoked in cigarettes or pipes for the fastest effect although it can be eaten, mixed with tea or other liquids, or mixed into or baked in food (fig. 5-23). The leaves must first be dried and then broken up or crushed. Some marihuana is roughly cut and contains stalks and seeds (fig. 5-24). Better grades have been chopped and have most of the seeds and debris removed, producing a more desirable cigarette. It is thus said to be "manicured." Manicured marihuana is the finest grade for sale and will command the best price due to the high concentration of leaves, which contain the THC. Marihuana in its most concentrated form is called hashish.

Marihuana abuse on a regular basis can and does lead to mental dependency. Some of the effects from the use of marihuana that have been recorded include:

(1) It is unpredictable in its reaction due to the questionable THC content.

(2) There is a lack of overt manifestations. A person can mask the effects of a marihuana "high" much more easily than a person who is intoxicated with barbiturates or alcohol.

(3) There is a distortion of time. A period of 5 minutes in the mind of a marihuana smoker may in fact be only 2 minutes. Marihuana smokers have difficulty remembering things that have occurred in the immediate past (say in terms of seconds). This can be critical if he is functioning in a stress situation.

(4) Changes in depth perception.

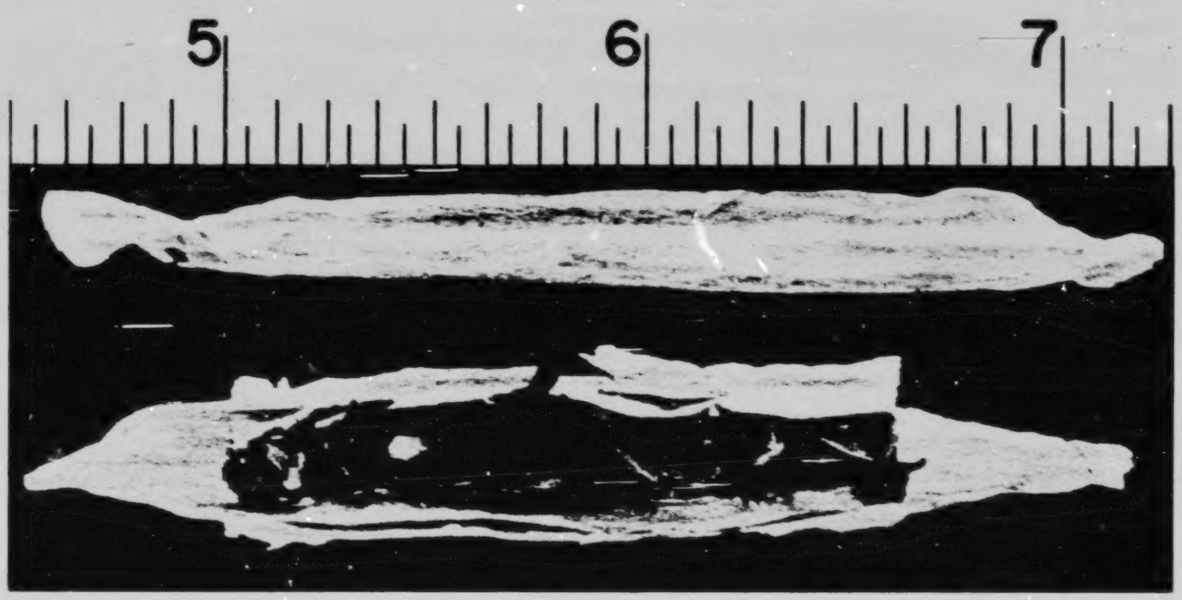

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Figure 5-23.—Marihuana cigarette.

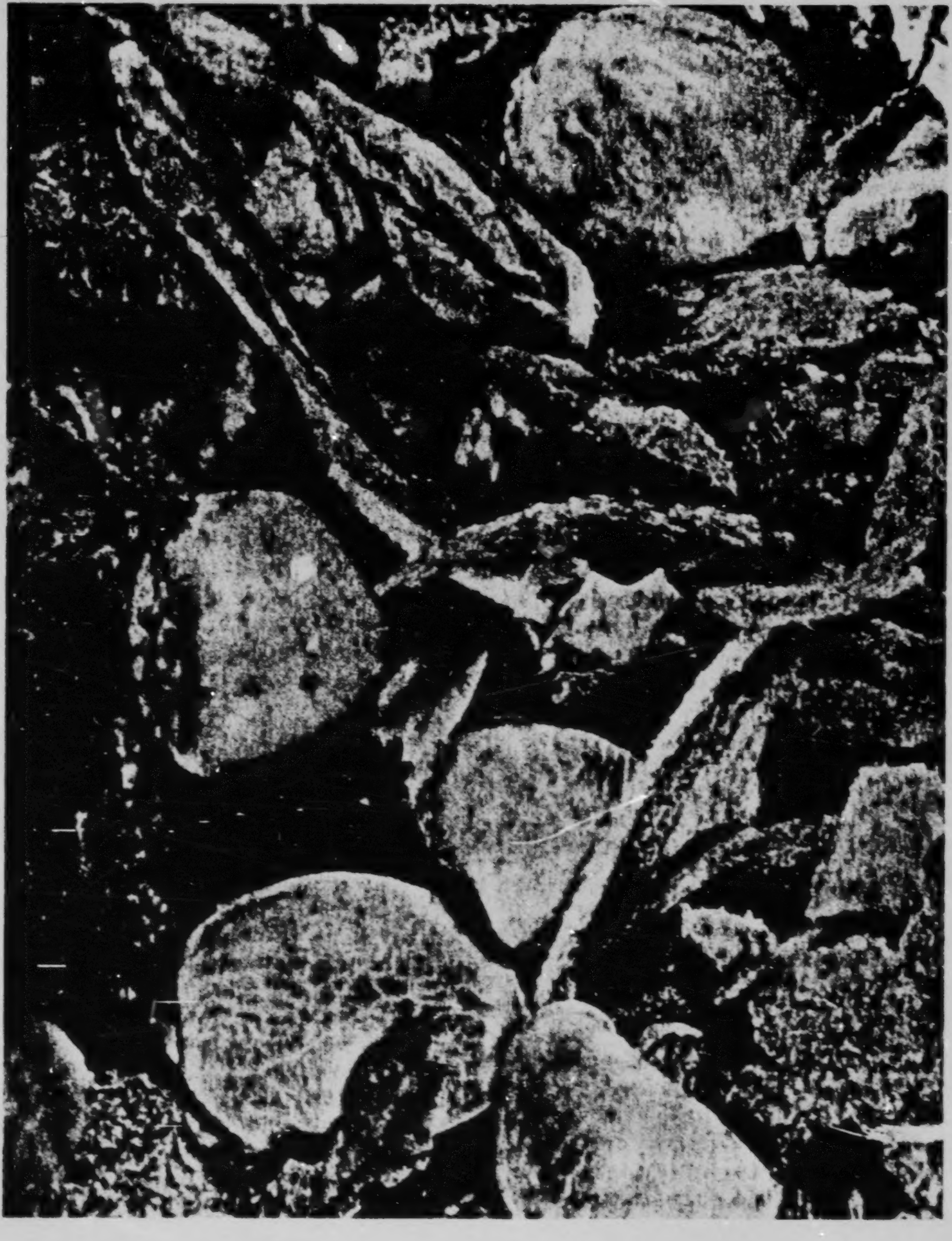

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Figure 5-24.—Marihuana.

(5) Powers of concentration are altered.

(6) Peripheral vision is altered.

(7) Distance perception is altered.

(8) Emotions and motivation are altered and marked paranoia occurs.

(9) Other effects of marihuana include dizziness, dry mouth, dilated eye pupils and burning and bloodshot eyes, urinary frequency, diarrhea, nausea, hunger (especially for sweets due to a lowering of the blood-sugar level in the body from chronic abuse), and throat irritations.

One of the primary concerns about marihuana is its potential effect as a reality distorting agent and its impact on the psychological development of the user, especially the adolescent. Normal adolescence is a time of great psychological turmoil. Patterns of coping with reality developed during the teenage period are significant in determining adult behavior. Persistent use of an agent such as marihuana, which serves to ward off reality during this critical development period, is likely to seriously compromise the individual's future ability to make adequate adjustment to society. Characteristic personality changes induced among impressionable young persons from the regular use of marihuana include apathy, loss of effectiveness, and a diminished capacity or willingness to carry out complex long-term plans, to endure frustration, to concentrate for long periods, to follow routines, or to successfully master new material in the learning process.

Marihuana tends to loosen inhibitions and increase suggestibility. This explains why an individual under the influence of marihuana may engage in activities he would not ordinarily consider.

Not all marihuana users go on to use heroin or other narcotics, but according to figures from one of the Federal hospitals at Lexington, Kentucky, the majority of narcotics addicts began their drug taking with marihuana. For example, of 2,213 addicts examined, 70.4 percent had used marihuana prior to their narcotic dependence. Marihuana abusers are exposed to the drug culture; if not by mere association, then economically. Once a marihuana "high" is experienced, it is only a matter of time before the drugprone personality is drawn to try the new and better "high" available through the use of hard drugs or narcotics.

## THE VOLATILE CHEMICALS

The volatile solvents include model airplane glue, lacquer thinner, gasoline, fingernail polish remover, and lighter fluid. These substances contain xyol, creosol, naphtha, benzol, tetraethyl lead, and other chemicals which will cause acute or chronic damage to the body by attacking the oxygen level.

The primary method of abuse is by inhalation. Glue manufacturers recently have started adding mustard to their glue formulas to induce nausea and curb glue sniffing.

### Field Testing

The chemical field tests for drugs are precursory and presumptive only. You can use the field tests to screen many of the commonly used drugs offered for sale by illegal sources. Any drug that will be used as evidence, however, must be positively identified by a qualified chemist utilizing approved procedures in an adequately equipped laboratory. If the suspected material is minute, do not make field tests and forward all of the substance to the laboratory for analysis. In many cases, the color reactions produced by field tests are only indicative that the suspected sample is a drug product. Finally, the testing of a suspected material through sampling should never be permitted or practiced. There is a great danger that poisons might be introduced in a drug or that the material may, in fact, be a poison.

### Processing of Drug Evidence

The processing of drug evidence is accomplished in the same manner as other items of evidentiary material. Meticulous care to maintain the legal chain of custody is extremely vital to introduce drugs into evidence at the time of trial. The number of individuals who come into possession of drug evidence should be kept to an absolute minimum.

Drug evidence usually is found in minute quantities and often in small containers. Place both items in a suitable outer container as soon as possible and mark both containers with your initials and date the evidence was obtained. Mark marihuana cigarettes on the cigarette paper. Without chemical analysis by a competent chemist, pills, capsules, powders, and vegetable matter cannot be positively identified as a drug. In referring to substances suspected of being drugs, refer to the evidence by its physical appearance, e.g., a white crystalline powder suspected of being codeine, or a vegetable matter suspected of being marihuana. Exact weight statements should be avoided. The amount may be referred to as approximately 1 cup of vegetable matter, 1/4 teaspoon of powder, or 24 tablets or capsules.

Store drugs and drug evidence in a safe or security container inside the evidence room for proper security and keep them there at all times.

Narcotics investigations normally are the responsibility of NISO, and all narcotics evidence should be forwarded or delivered to the nearest NISO district office, ensuring that a proper chain of custody is maintained.

## HANDLING OF EXPLOSIVE DEVICES

During the course of performing your duties, you may discover or be informed of the discovery of an explosive device. You should be able to recognize fire bombs, pipe bombs and other devices. Also, you should receive training in the immediate action necessary when discovering an explosive device. The actual neutralization of the bomb should be accomplished by the Explosive Ordance Disposal (EOD) unit or civil police bomb unit.

### IMMEDIATE ACTION

The individual that discovers an explosive device should:

1. Take cover. All personnel should immediately leave the area and seek cover wherever possible.
2. Warn. Notify all personnel to clear the area.
3. Report. Inform the appropriate personnel of the situation so that assistance can be sent to the scene.
4. Inform EOD activity or civil police bomb unit.

Note: DO NOT AT ANY TIME, HANDLE THE DEVICE.

### SECURING THE AREA

After the individual has taken immediate action, steps should be taken to secure the area. The senior member of the element responsible for securing the area should accomplish the following:

1. Isolate. Establish roadblocks or checkpoints as necessary to keep unauthorized personnel out of the area.
2. Evacuate. Ensure that all personnel are out of the danger area.
3. Alert. Notify fire and medical personnel and direct them to a staging area for quick deployment when required.

Control Utilities. The close down of all gas, electric and water service to the affected area should be accomplished by qualified personnel familiar with the utilities and the area.

After the area has been secured, the EOD or civil police bomb unit should be escorted to the location of the device.

## TECHNIQUES OF OBSERVATION

Observation, in Master at Arms work, means the perception of details pertaining to persons, objects, places, and events through the use of the five senses. While sight and hearing are relied upon most often, the senses of smell, taste, and touch may occasionally be employed advantageously.

You must be able to observe accurately in order to recognize infractions of the law, persons, and objects of interest to law enforcement and crime prevention programs. Keen observation is necessary to perceive investigative leads, to evaluate the validity of statements by witnesses, and to make accurate reports. The ability to observe accurately is developed, like many other skills, through practice and experience. It is essential to be aware of the influences that tend to impede or otherwise affect observation; become able to recognize and compensate for those elements and factors that may detract from your or other's ability to observe accurately.

Events or remarks that are meaningless when seen or overheard by the layman may be of great significance to the trained and experienced MA. To assist in remembering your observations,the MA makes extensive use of photographs, sketches, notes, and other recording methods.

### OBSERVING AND DESCRIBING PERSONS

The MA diligently observes individuals either for the purpose of being able to describe them himself or to identify them from descriptions made by others.

Such deliberate observation should proceed methodically as follows:

1. First: general characteristics, such as sex, race, color of skin, height, build, weight, and age.
2. Second: specific characteristics, such as color of hair and eyes, shape of head and face, distinguishing marks and scars, mannerisms, and habits.
3. Third: changeable characteristics, such as clothing worn, use of cosmetics, hair styling, etc., at time of observation.

When attempting to identify a person from a description, the pattern of observation may be modified or even reversed, particularly if the individual sought has some very noticeable personal characteristic; for example, a man with a limp or a very tall woman. After first noting such a characteristic, further observation of general characteristics (such as height, weight, and age) and additional specific characteristics may then complete the identification of the individual as the person being sought.

## OBSERVING AND DESCRIBING OBJECTS

Objects described are generally limited to those located at the scene of an incident or crime or other items which have been identified by a witness or victim as pertinent. Due to the great variation in size, conformation, shape, and location of objects which may be described, it is not possible to prescribe a detailed pattern for their observation and description. However, as in the case of persons, the description of objects should begin with general characteristics and proceed to specific characteristics.

The description of general characteristics should be such as to define clearly the general category of the particular object and preclude its being confused with objects of other or similar category. The general characteristics should include those aspects of an object which are readily discernible and may serve to effect quick and conclusive recognition.

After describing the general or basic characteristics of an object and establishing its fundamental classification, proceed to describe systematically and in detail its specific characteristics. It is this part of the description which will distinguish the particular object and set it off from all others similar in category. Therefore, it is essential to note and describe accurately all the details of the object of interest. The pattern of this description will vary according to the type of object, but it should follow a general pattern, such as top to bottom, front to rear, or left to right. Such particulars as distinguishing marks, scratches, alterations, damaged parts, worn areas, signs of repair, faded paint, serial numbers, identifying markings, and missing parts should be indicated in detail.

### Sample Descriptions

1. Person. Sex, male; race, caucassian; height, 5 feet 11 inches; weight, 195 pounds; build, stocky; hair, blond, straight; eyes, blue, wears rimless glasses; complexion, light, free from blemish; scars and marks, little finger, right hand, permanently crippled, 1-inch scar over left eye; clipped blond mustache; wears long sideburns; peculiarities: wears a large tigereye gold ring on left hand, limps slightly on left leg, receding chin, teeth heavily gold filled, dragon tattooed on left forearm.
2. Motor vehicle. Make and model, Chevrolet Impala; year, 1971; color, white; body, 2-door hardtop; license number, Georgia 84J-114; peculiarities: oversized racing tires on rear with rear of car raised, orange primer paint on left rear fender.
3. Typewriter. Brand name, nonportable, model 17, 11-inch carriage, light gray with ivory keys and black lettering, serial number J17-123456. Letter H key is bent and strikes below the line. Numeral 5 key is bent and sticks in the forward position; when struck, it must be returned manually to the rear position. Left shift key is deeply worn so that the inscription "Shift" is barely discernible.
4. Man's suit. Brand name; dark blue; wool worsted; coat size, 42 regular; half-lined with dark blue silk; coat lapels of medium width; single-breasted with three black buttons; four small black buttons on each sleeve; small tear in lining on right outside coat pocket; initials JHO embroidered in white on the lining over left inside pocket; trousers size; 33-inch waist, 34-inch length; unlined; not pleated; cuffs, 1 1/2-inches wide; and cleaner's mark JHO stamped in black on inside of the waistband.

## IDENTIFICATION OF PERSONS AND OBJECTS

Identification by a witness or victim is the act of establishing the relationship of a person, place, object, or event to an incident or offense under investigation. It is imperative that the Master at Arms conduct identification activities in such a manner as to preclude possible error or injustice. Before an identification is undertaken, ensure that the witness has made as complete and as detailed a description of his observation as possible. To avoid false identifications and insure the maximum elimination of possibility for error, the witness should be given the opportunity to make comparisons of similar persons, objects, places, and events. For example, showing a witness a single weapon or confronting him with one person for identification purposes may confuse the witness and lead him to make a false identification simply because the weapon or person has been shown to him by the MA. Ideally, the witness should be asked to identify a person or object from among a group of similar persons or objects. A witness attempting to identify a place should be asked to describe it in detail after having described its general location in relation to known landmarks; subsequently, he should be asked to lead the Master at Arms to the scene. The lineup as described below may prove very useful.

## THE LINEUP

To minimize error and eliminate false identifications of persons or objects, a procedure known as the lineup can be employed. The lineup offers the advantages of a confrontation without leading or misleading the witness. While it is most commonly employed in the identification of suspected persons, it is equally useful in the identification of objects.

A lineup for the purpose of identifying a suspected person normally involves assembling a group of six to twelve persons, including the suspect, and giving a witness the opportunity to view the group in an attempt to identify the suspect. In planning for a lineup of this nature, consideration should be given to—

1. Ensuring that the suspect is not made conspicuous in some manner which would influence the witness in making the identification. For example, all participants in the lineup should be of the same race as the suspect and of similar general appearance.
2. Location so as to facilitate the conduct of the lineup without attracting undue attention or creating a disturbance. The lineup should be held in a room, office, barracks, or other area screened from public view.
3. Lighting of such nature as to brightly illuminate the group of persons to be viewed and to leave the remainder of the room or area in dim light. Ideally, lighting should be so planned as to prevent the persons in the lineup from clearly seeing the person making the identification. When such lighting is provided, the witness will tend to be more relaxed and not embarrassed by a face-to-face confrontation with the suspect.

A lineup of objects for identification by a witness may be of considerable importance in an investigation. When this procedure is employed, a group of six or more objects, similar to and including the particular object of interest, should be assembled for inspection by the witness, who should then be requested to identify the object of interest from among the group. The identification should be held in a well-lighted room or other area away from public view. Techniques of conducting the lineup will vary according to the type of object to be identified. For example—

1. A vehicle to be identified may be placed in a convenient parking lot with other vehicles.
2. A coat may be hung on an office coatrack among the coats of office personnel.
3. A firearm may be placed in a rack or cabinet with other firearms. It is usually very difficult for a witness to identify a firearm involved in an incident. If investigation has revealed that the witness can identify firearms only as to type, the group of weapons exhibited should include one or two weapons of the type described by him.

## SECURING CRIME AND ACCIDENT SCENES

Upon arrival on the scene of a crime or accident, it is the responsibility of the Master at Arms to secure the scene for further investigation. Master at Arms are limited to investigation of vehicle accidents, minor incidents, and minor offenses. He may conduct off-base investigations of minor offenses involving military personnel. He may also assist or cooperate with civil police in an investigation of a minor off-base incident involving military personnel.

## MAJOR OFFENSES

Investigation of major offenses is primarily the responsibility of the NISO. However, since MA's are usually the first on the scene of any offense, they are authorized to conduct any preliminary investigation until the arrival of the NISO agents if the offense requires NISO action. For this reason, a Master at Arms needs to understand the responsibilities and limitations of Master at Arms when investigating this type of offense.

### Responsibilities

When a preliminary investigation shows that an offense is an NISO matter, Master at Arms are responsible for protecting the scene until the NISO agents arrive.

### Limitations

Before the arrival of the NISO investigator, Master at Arms action is limited to such functions as preventing the escape of the offender, administering or securing aid for the injured, and isolating and safeguarding the area or scene of the offense. Obtain names and addresses of witnesses; they prevent trespasses, handling of articles, or any other interferences with possible evidence. Note fully matters or conditions which may change before the arrival of the NISO (such as weather, visibility, odors, and the position and condition of injured persons who may have to be moved). Do not interview witnesses at the scene of a crime which must be investigated by the NISO. Notify MA headquarters of the nature of the offense as soon as possible, and report all observations to the NISO investigator as soon as he arrives.

## MOTOR VEHICLE ACCIDENTS

When approaching the scene of an accident, note any damaged vehicles leaving the area, since they may be involved. Try to obtain their license number to assure later identification.

Upon reaching the scene, park your vehicle strategically and safely, keeping close enough to the scene to use your communication equipment, yet not so close that the vehicle interferes with the investigation. Normally, park out of the traffic flow, keeping the emergency light on if there is a hazard of approaching traffic. At the same time, evaluate the situation and prepare to do the essential things in the order of their importance.

Because accidents generally result in injuries, fires, congestion and wreckage, certain emergency measures must be taken promptly in most serious accidents. Such actions rarely affect investigation of the accident, but do fulfill a basic police responsibility—the protection of life and property and the prevention of further injury and damage. These measures and how they must be worked in with the investigation are as follows:

1. Fire prevention and control.
2. Traffic and crowd control.
3. Assisting and rendering aid to the injured.
4. Theft prevention.
5. Movement of damaged vehicles.

## INTERNAL INVESTIGATION PROCEDURES

While investigative assignments must be based on aptitude and individual desires, all Master at Arms should have knowledge of basic investigation techniques rather than being specially trained investigators. Your training should include as a minimum:

1. The scope of the Master at Arms investigative responsibility.
2. The provisions of the UCMJ which govern investigations.
3. Preservation and examination of crime scenes and evidence.
4. Rules of search and seizure.
5. How to conduct interviews.
6. How to write reports.

### Operational Management

The supervisor of a investigation unit must be able to evaluate performance, eliminate unnecessary jobs and ensure the available resources of time, personnel; and equipment are utilized to maximum efficiency. This is called investigative operational management and it must be applied properly to allow the investigator to fulfill his obligations.

Investigative operational management planning considers the following questions:

1. What is to be done?
2. Why is it to be done?
3. When is it to be done (what priority)?
4. Where is it to be done?
5. How is it to be done (resources)?
6. What is the estimated man-hour time?
7. Who is to do it?

As a part of the planning process the supervisor considers all foreseeable contingencies and develops plans and SOP's so that the unit is prepared to respond.

### Utilization of Personnel

People are the most valuable resource available to the investigative supervisor, and they must be used wisely. The supervisor considers the following in the management of his personnel resources.

QUALIFICATIONS. — Who is best suited for the mission in terms of experience,training, skill, physical condition and dependability. The supervisor must assign the task to the right man.

CASE LOAD. — The case load is distributed evenly among assigned investigators. Careful planning is required to fit the individual to the task without overburdening the more experienced personnel. Difficult tasks are alternated with the more simple so that one or two investigators don't always receive the hardest, most time consuming investigations.

PAIRING INVESTIGATORS. — Efficiency can be greatly increased by properly pairing investigators, e.g., the inexperienced with the experienced, and the methodical with the compulsive.

TIME. — The time which is required for an investigation must be considered so that the investigator is allowed a reasonable period to accomplish an investigation. Time is also considered in other ways, e.g., does the investigator have sufficient time to rest or is he overworked and subsequently less effective.

SUPERVISION. — The supervisor provides central direction to the investigative effort and, above all, assists the investigator whenever and however possible. The successful supervisor thoroughly briefs subordinates on requirements and delegates authority as appropriate.

## CHAPTER 6

# PRISONER RESTRAINT AND SEARCHES

### ATTITUDES

A Master at Arms with an aggressive, belligerent, or domineering attitude provokes violence, creates ill-will, and reflects discredit upon himself, his organization, and the Navy. Politeness pays off in smoother apprehensions, minimum use of force, better public relations, and increased respect for law enforcement. Politeness is not a form of weakness; it is the most effective method of dealing with a wide variety of people, the majority of whom appreciate a little consideration. A smooth, courteous, and efficient approach, and a firm but friendly conversational tone usually can calm all but the most violent offenders.

A suspect is either cooperative or not. An uncooperative attitude is a good indication that an apprehension is necessary and that force may be required. By anticipating trouble before it occurs, the Master at Arms is in better position to take immediate action. A cooperative attitude, in itself, is not always an indication of innocence. Experienced offenders sometimes appear to be model sailors.

The way you approach an individual can mean the difference between safe, quiet, and effective apprehensions, and those which are unsafe, draw unnecessary attention, and may fail to result in apprehensions. When approaching a member of the Armed Forces who is to be questioned, corrected for a minor offense, or apprehended, your first words will either control the situation or create a disturbance.

Keep your voice low, but distinct, with a tone of quiet authority and friendliness. Never make individuals feel they are being placed in a situation they must fight their way out, members of the Armed Forces shall be questioned as privately as possible, away from crowded areas. One Master at Arms does the questioning or apprehending; the other stays in the background ready to assist his partner if necessary. When an apprehension is necessary, it must be made immediately. In most cases where an apprehension is made, the person should be immediately searched for weapons. The actions of the individual and the gravity of the situation determine which type of search is necessary. When practicable, offenders inside public places should be taken outside for apprehension and search, thus taking them away from those who may resent or interfere with your actions.

### USE OF FORCE

An MA must always consider the degree of force to use when apprehending.

The use of force—that force necessary for security and law enforcement personnel to discharge their responsibilities—is prohibited, except when it is the only means by which you can discharge your duties and then you may use only the minimum of force necessary.

The use of deadly force—that force which would create a substantial risk of causing death or serious bodily harm—is prohibited except as a last resort. Only an extreme necessity justifies taking a life. In other words, you are authorized to use deadly force only when lesser means fail or cannot reasonably be applied, and then only when it reasonably appears necessary to:

1. Protect yourself from loss of life or serious bodily harm.
2. Protect the life of another or to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm, such as arson, armed robbery, aggravated assault, or rape.
3. Prevent the attempted theft of, damage to, or espionage aimed at property or information designated by a commander or other competent authority as vital to the national security.
4. Prevent the theft of, damage to, or espionage of property or information which, though not vital to the national security, is designated

by a commander or other competent authority as having substantial importance to the national security. This includes only major items such as mission-essential government vehicles and communication facilities, and the like. It does not include personal property or items of relatively small value, such as clothing, rations, or bicycles.

5. Prevent the actual theft or sabotage of property not involving national security but which is inherently dangerous to others, i.e., property which, in the hands of an unauthorized individual, presents a substantial potential danger of death or serious bodily harm to others. This includes such property as operable weapons, ammunition, and explosives.

6. Apprehend or prevent the escape of a person whose unauthorized presence in the vicinity of property or information vital to the national security reasonably appears to present a threat of theft, sabotage, or espionage.

7. Prevent the escape of a prisoner designated as requiring maximum custody.

8. Comply with the lawful order of a superior.

An MA is never justified in treating an offender with unwarranted violence or resorting to dangerous methods if the apprehension can be executed without them. But in extreme circumstances, you may have to use authorized items of police equipment in effecting the apprehension.

## FIREARMS

You must exercise great caution and judgment in the use of firearms; only extreme necessity justifies the taking of human life. As stated before the use of firearms is authorized only when all other means of accomplishing the mission have failed. Never draw firearms to use as a bluff or to communicate a threat. Remove the pistol from its holster only when its use is imminent and justified. The use of the firearm against an individual who has committed a minor offense is not justifiable. A serious offense justifying the use of firearms is one attempted by force or surprise.

Although firing on persons in the act of committing a serious offense is legally justified under certain circumstances, you must consider, before shooting, the nature of the offense, your own safety, and the safety of persons in the area. These considerations generally will indicate what actions should be taken.

In attempting to halt a fleeing suspect, do not, repeat not, fire warning shots because of the possibility of injuring innocent persons and damaging property. If the suspect fails to stop after the command halt has been repeated once, consider before firing whether the offense is serious enough to warrant such action. If it becomes necessary to fire, aim to wound rather than kill. The burden of proving the necessity will rest upon you.

Since personnel stationed overseas may be subject to the jurisdiction of the local foreign courts, you must be especially knowledgeable of the conditions and circumstances under which the use of firearms is legally justified under the local laws in those areas. In many cases, these laws are different from and more restrictive than provisions of United States law.

## COMEALONGS

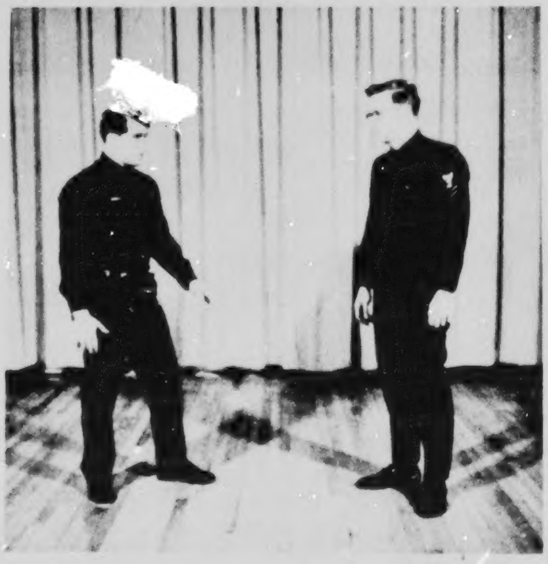
The comealongs (police arm bar, front wrist lock, rear arm lock, and neck drag) are effective in removing a violent offender from the scene of an apprehension. They are simple to apply, but only after much practice.

### COMEALONG HOLD

First, establish a defensive stance, standing approximately your opponent's legs length away (3 feet). If you are right-handed, stand with the left side of your body toward your opponent as in figure 6-1; and the opposite side if you are left-handed. Angle your position approximately 45°, with your weight equally balanced on both feet while maintaining constant eye contact with your opponent. Unlock your knees, keeping your feet spread shoulder's width apart.

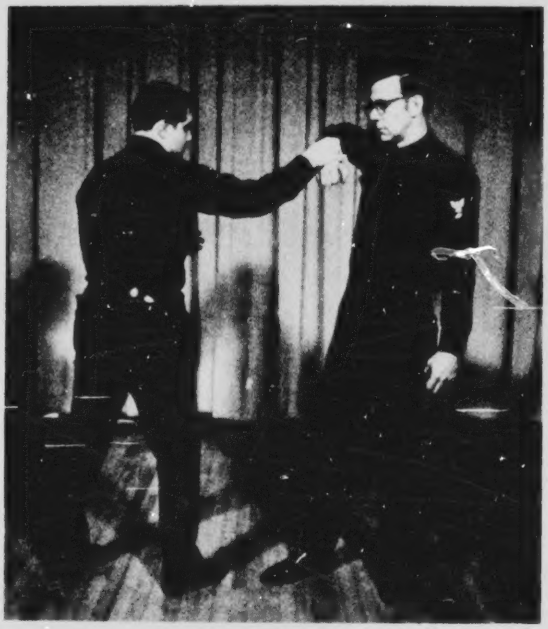
Now step in toward your opponent's right front side with your right foot and maintain a strong balanced stance. Grasp your opponent's right wrist with your right hand, emphasizing control with your thumb and forefinger. Place your palm over your opponent's back-of-hand area. To control your grasp between his wristbone and hand, emphasize leverage and break the posture of his wrist as shown in figure 6-2. Now step in toward opponent with your left foot along the right side of your opponent. Simultaneously grasp opponent's right arm above the elbow. Again, emphasize control with your left thumb and forefinger.

To break your opponent's posture for the prescribed technique, start moving your opponent's arm so as to cause the wrist and elbow to bend as in figure 6-3. The opponent's elbow should bend to about 90°. Simultaneously take an



193.43
Figure 6-1. — Defensive stance.

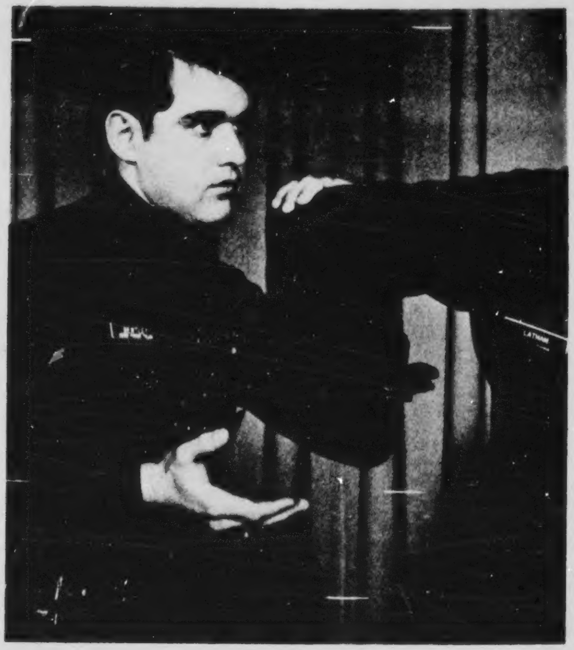
193.45
Figure 6-3. — Break posture.



193.44
Figure 6-2. — Hand grasp.

exaggerated step to your opponent's right side with your right foot, continuing to pull his right arm. This action will cause your opponent's body to become unbalanced making him lose his ability and strength to resist this control. Continuing to pull your opponent's elbow, place it under your left armpit. Release the grasp on his elbow, and place your left arm around his right arm, positioning your left hand on top of your opponent's right hand as in figure 6-4. From this point on, you should be able to control your opponent's movements by simply applying pressure with your left hand against your opponent's right knuckles. This action causes the wrist and elbow joints to become immovable, whereby the opponent's wrist is controlled by your actions. With this technique, apply pressure only when needed, as this technique is used to prevent your opponent from becoming uncontrollable.

In summary, we find that we have a subject which we have to place under arrest. This person leads us to believe that the moment we attempt any physical contact, we will have a physical confrontation. To prevent this from occurring, the need for a more controlling technique may be applicable, such as the "Come Along Hold."



193.46

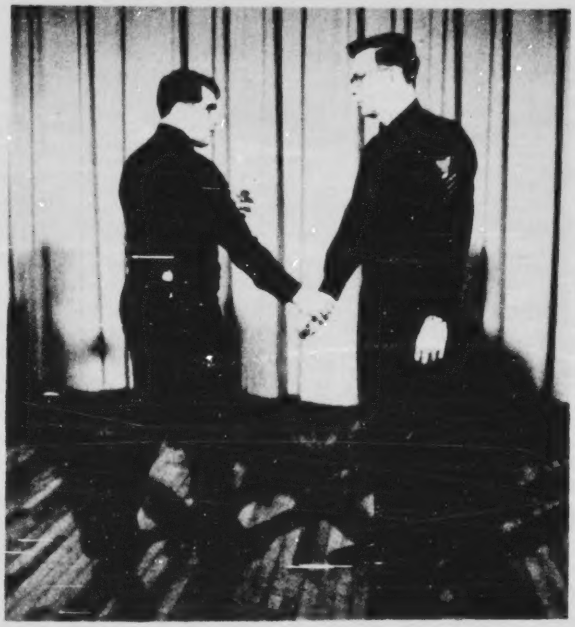
Figure 6-4.—Secure hand.

## BAR HAMMER LOCK

First, establish a defensive stance, standing approximately at your opponent's leg length away as in figure 6-1. If you are right-handed, stand with the left side of your body toward your opponent; and the opposite side if you are left-handed. Angle your position approximately 45°, keeping constant eye contact, and distribute your weight so as to be equally balanced on both feet.

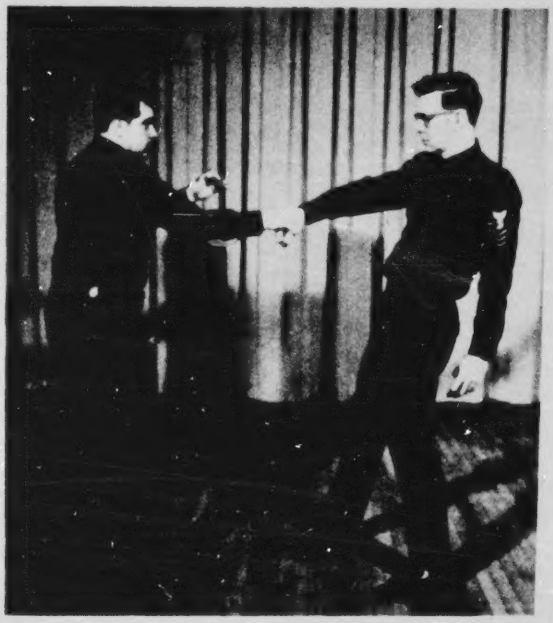
Unlock your knees, keeping your feet spread shoulder's width apart. Now, step in toward opponent's right front side with your right foot and maintain a strong balanced stance. Now grasp your opponent's right wrist with your right hand, emphasizing control with your thumb and forefinger. Place your palm over your opponent's back-of-hand area shown in figure 6-5.

However, the moment you stepped toward your opponent and made the initial grasp on his wrist, your opponent resisted this by trying to pull his arm back and free from your grasp. In attempting to pull his arm back, his arm was in a position where his elbow was crooked and



193.47

Figure 6-5.—Initial hand grasp.



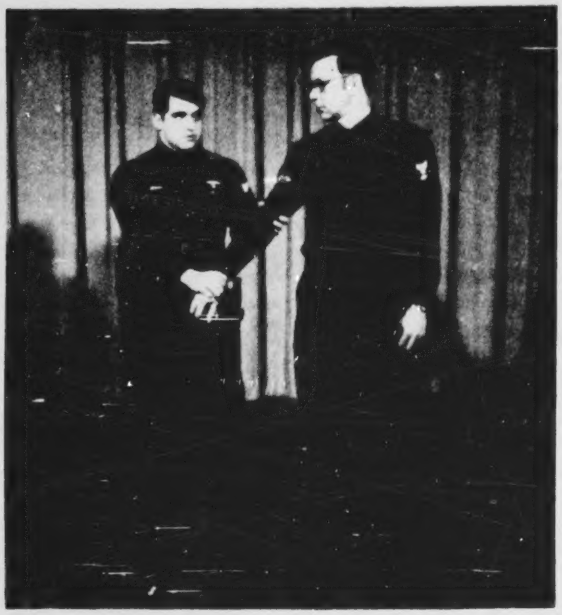
193.48

Figure 6-6.—Pull away.

was on a higher plane then his wrist as in figure 6-6.

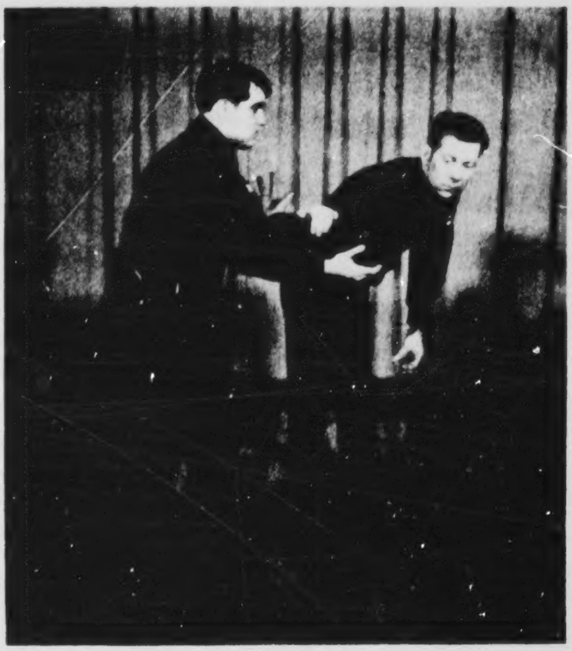
To counter this resistance, take a step to the right side of your opponent with your left foot. Maintain the grasp on your opponent's right wrist. With the heel of your left hand, strike your opponent's elbow area in an upward and forward motion. Secure your hand on his tricep, just slightly above the elbow as in figure 6-7. Now with a slight leverage action, place your opponent's wrist over your arm and secure in the crook of your elbow as in figure 6-8. It is very important, in securing your opponent's limb, to keep his arm in a bent position. To enforce this position, keep your body close to your opponent.

Now remember, you are no farther than to the direct right side of your opponent and not behind him. Prior to moving behind your opponent, place your right hand over his chest and grasp your opponent's chin as as shown in figure 6-9. Now, in a shuffling movement with your left foot, then followed by the shuffle of your right foot, move behind your opponent. Remember, do not cross your feet. Continuing to shuffle behind the opponent, slip your right forearm over subject's right shoulder, emphasizing leverage on his shoulder and control against his chin as in figure 6-10. Keep yourself in a strong balanced position, controlling opponent's arm.



193.49

Figure 6-7.—Elbow grasp.



193.50

Figure 6-8.—Secure limb.

In summary, we find that we have a subject which we must place under arrest. The moment we initiated our physical arrest, our opponent resisted by attempting to retract his arm. The elbow, when pulled back, was on a higher plane than his wrist. This set up the "Bar Hammer Lock."

## HAND UP THROWING TECHNIQUE

There may be times when attempting to make an arrest that the offender resists in such a manner that he must be taken off his feet to immobilize him temporarily and yet keep a firm hold on him. Use this method with the utmost caution as the subject may be hurt seriously if thrown too forcibly.

First, establish a defensive stance, standing approximately at your opponent's leg length away. If you are right-handed, stand with the

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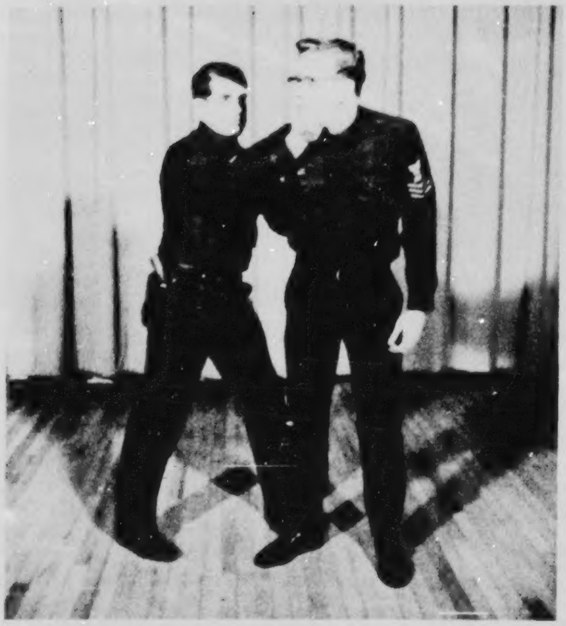
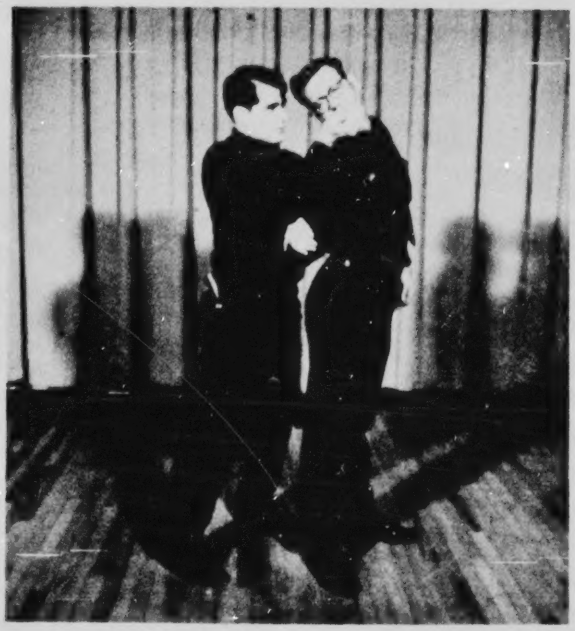


193.51
Figure 6-9. — Grasp chin.



193.52
Figure 6-10. — Shoulder leverage.

left side of your body toward your opponent and the opposite side if you are left-handed. Angle your position approximately 45°, keeping constant eye contact, and distribute your weight so as to be equally balanced on both feet. Unlock your knees, keeping your feet spread shoulder's width apart.

Now step in toward opponent's right front side with you right foot and maintain a strong balanced stance. Grasp your opponent's right wrist with your right hand, emphasizing control with your thumb and forefinger. Place your palm over your opponent's back-of-hand area as in figure 6-5.

The moment you stepped towards your opponent and made the initial grasp on his wrist, he resisted this by trying to pull his arm back and free from your grasp. In attempting to pull his arm back, his arm was in a position where his elbow was crooked and was on a lower plane than his wrist as in figure 6-11. In attempting to pull his arm back, he also stepped to his rear with his right foot.

Now step in toward your opponent with your left foot and try to place your left foot alongside opponent's right foot about 8 to 15 inches, while continuing to maintain a firm grasp on opponent's front shoulder area as in figure 6-12. The arm position should look triangular in relationship to opponent's arm. Now bring your left arm up behind opponent's right arm and reach through triangular position of arms, and grasp your own wrist. Both of your palms should be facing to the rear of your opponent as shown in figure 6-13. To break your opponent's balance, apply pressure on his arm and, with applied leverage, press toward his right rear. Once your opponent is off-balance to his right rear, bring your right foot alongside his right foot. Point your right toe toward the ground. Do not step with your right foot; but with a reaping action, bring your right leg behind his right leg to about 20". Now looking toward the ground, maintain a taut body, reap his right leg, calf-to-calf position, figure 6-14, causing him to fall on the ground, striking his head and shoulder area. The harder the reap, the more that your opponent will strike his head. So remember,

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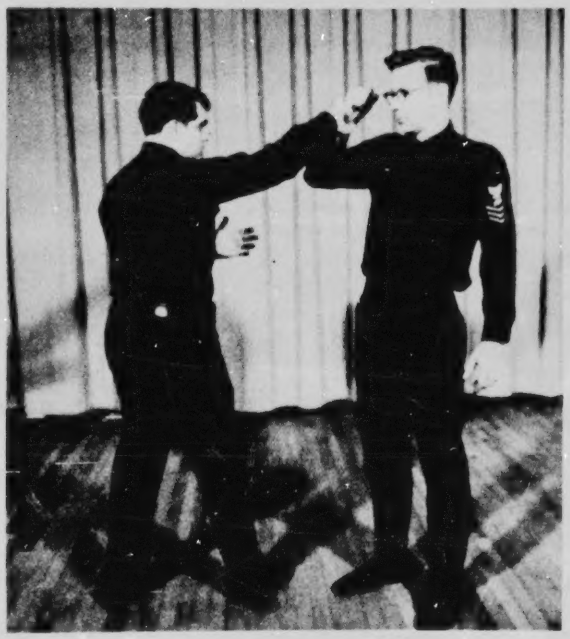
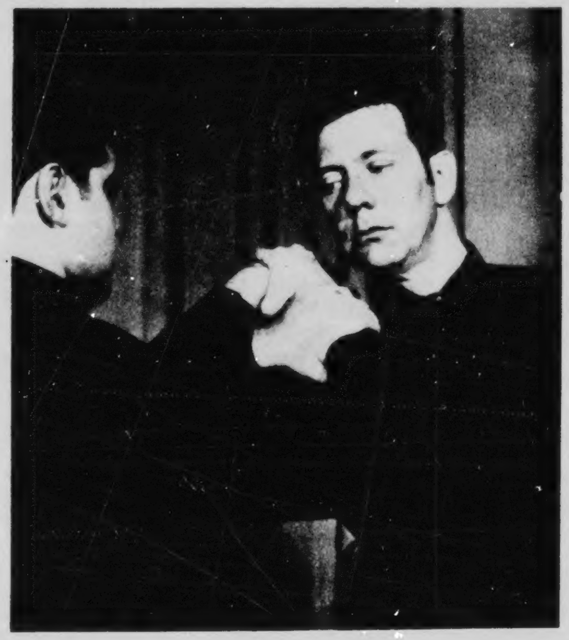
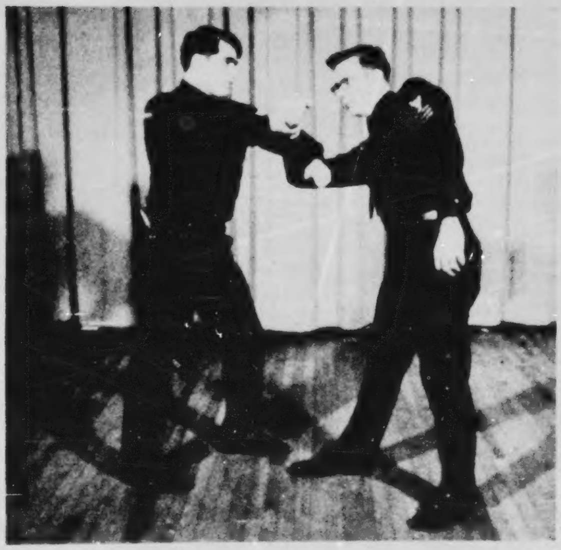


193.53
Figure 6-11. — Elbow on lower plane.



193.55
Figure 6-13. — Palm positions.

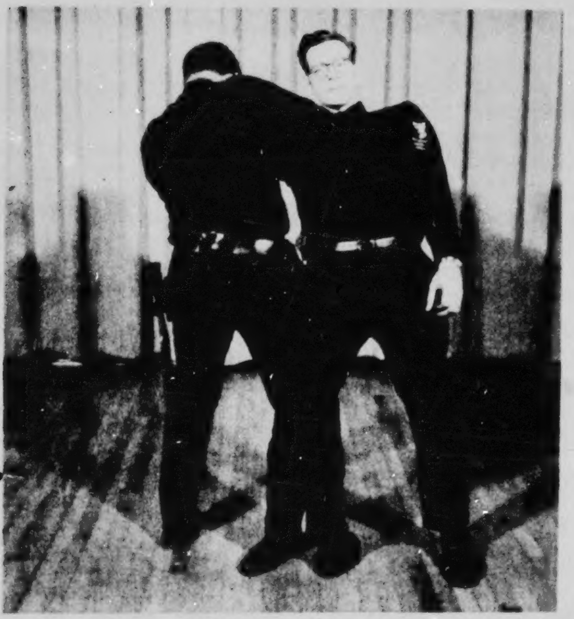


193.54
Figure 6-12. — Position right arm.

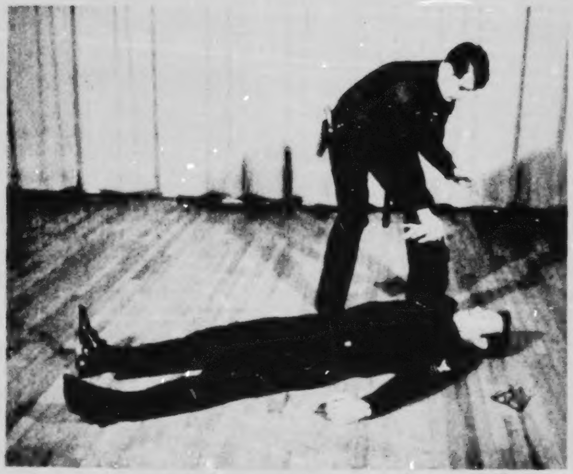
when practicing, control your partner. Reap the leg with ease, causing opponent to fall on his back more so than on his head or shoulder area. This also holds true with the realistic problem. That is, if more emphasis is needed on the reap, then apply. However, head and shoulder injuries can develop by throwing a subject too hard.

Once your opponent has been thrown, maintain a grasp on his wrist, and prepare to follow up with a controlling technique, such as "Come Along Hold" or "Bar Hammer Lock" as in figure 6-15 and 6-16.

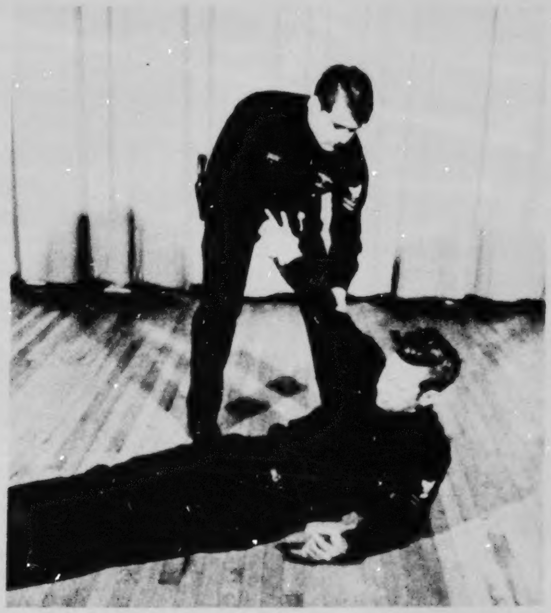
In summary , we find that we had a subject which we must place under arrest. Our opponent resisted by attempting to retract his arm. The elbow, when pulled back, was on a lower plane than his wrist. Knowing how difficult it is to maintain control from this position, it may be best to throw your opponent to his rear, and once he is on his back, work for a controlling technique, such as "Bar Hammer Lock" or "Come Along Hold."



193.56
Figure 6-14. — Calf-to-calf position.



193.57
Figure 6-15. — Maintain grasp.



193.58
Figure 6-16. — Follow-up technique.

## THE POLICE BATON

The police baton is 26 inches in length, constructed of high density straight grain second growth hickory or oak. It is 1 1/4 inches in diameter, rounded at both ends, weighing no less than 15 or more than 18 ounces. The baton is equipped with a snug fitting rubber grommet positioned 8 inches from one end of the baton. (See fig. 6-17). A ring holder is provided which is 1 1/2 inches in diameter and is attached to the belt by means of a short leather strap.

The police baton, which is gradually replacing the policemens club at many military activities, is a highly effective and versatile individual defensive weapon. It allows the user to maintain a defensive non-aggressive posture. The baton is taught to be used in a quick reaction defensive mode, as an extension of the arm and hand and is used primarily to poke or jab.

The vulnerable points of the body in which impact with the baton should be made are depicted in figure 6-20.

Some of the advantages of the police baton over the policemens club are:

1. It allows the user to maintain a defensive, non-aggressive posture and is used primarily to poke or jab.
2. The baton in use is immediately responsive to the minimum force requirement.
3. It can be rapidly removed and immediately used with one hand. Difficulty is encountered at times when unsheathing the policemens club.
4. It can be effectively used in riot control formations, whereas, the policemens club which is shorter in length, is not as suitable.
5. The dimensions of the baton are constant throughout, thus eliminating any weak point. The policemens club, because of its tapered construction, has a weak point at the grip.

The use of the police baton is presently being taught at some of MA/SP fleet training schools in conjunction with the policemens club.

## POLICE CLUB

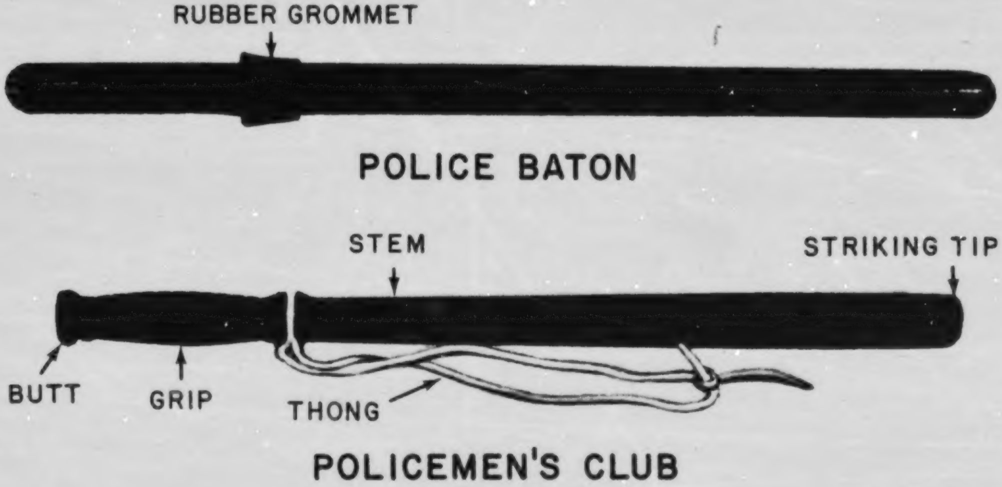
The police club is used in the apprehension of dangerous, violent offenders and in self-defense. A policeman should never remove the club from its holder unless he intends to use it. The information below explains club techniques so that, if necessary, a policeman can use the club effectively.

### NOMENCLATURE

Figure 6-17 shows the police club and the names of its parts. Study the photo carefully until you are familiar with the thong, butt, grip, stem, and striking tip. These terms are used in describing the various club techniques.

### READY POSITION

To assume the ready position, insert your left or right thumb through the thong, bring the thong over the back of your hand, and grasp the grip of the club firmly in your hand as in figure 6-18. Hold the striking tip in your free hand, with the knuckles of both hands facing outward. About one inch of the club should extend beyond each hand. Hold the club parallel to the ground and across the body in front of the groin. Your feet are spread to shoulder width with your weight evenly distributed and your knees slightly bent. Figure 6-19 illustrates the proper position.



193.59

Figure 6-17. — Police baton and policemen's club.

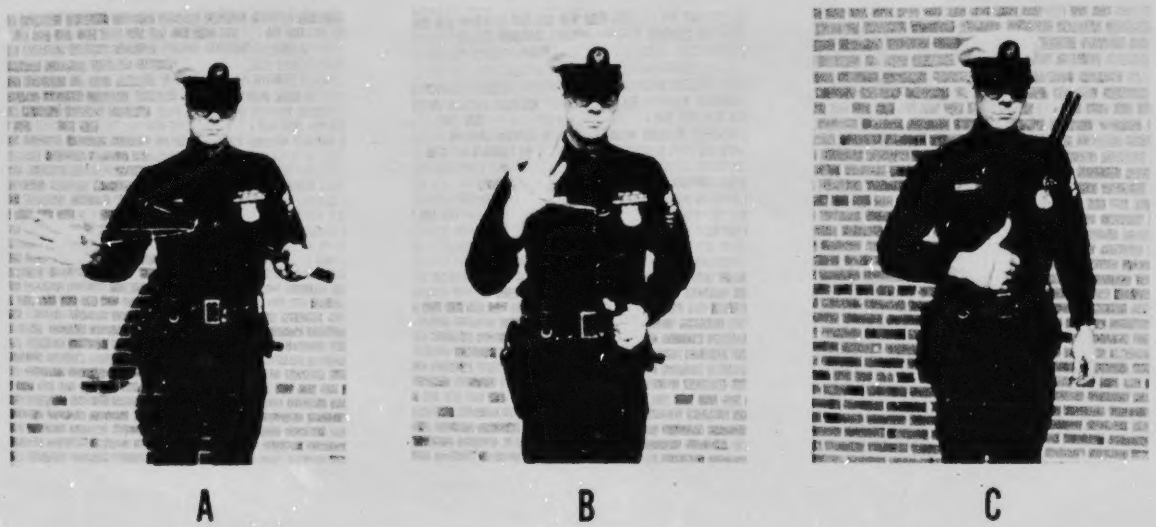


Figure 6-18. — Proper grip.

STRIKING AREAS

When using the club, strike at the fleshy areas of the body (such as the buttocks, arms, and legs); other striking areas are the joints (elbows, knees, and wrists) and the bones (forearms, shin). See figure 6-20. Normally, you do not strike the head, spine, tailbone, or upper solar plexis (area just above pit of stomach). Blows to these areas could cause death or great bodily harm. Remember that the club is an extension of your arm.

STRIKING MOVEMENTS

All of the striking movements described here begin from the ready position; they provide you with an instantaneous response to an attack and effective methods for quickly discouraging a violent offender.

LEFT FRONT (BACKHAND BLOW). — From the ready position, slide your left foot forward and slightly to your left; at the same time, point your toes inward or slightly to your right.

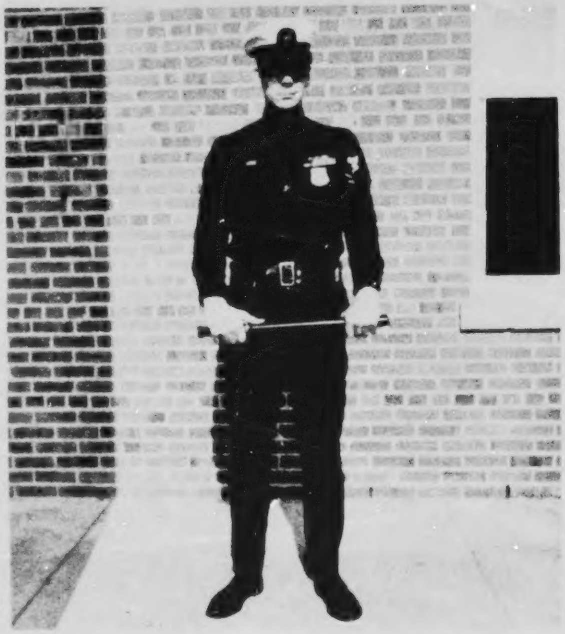


Figure 6-19. — Proper position.

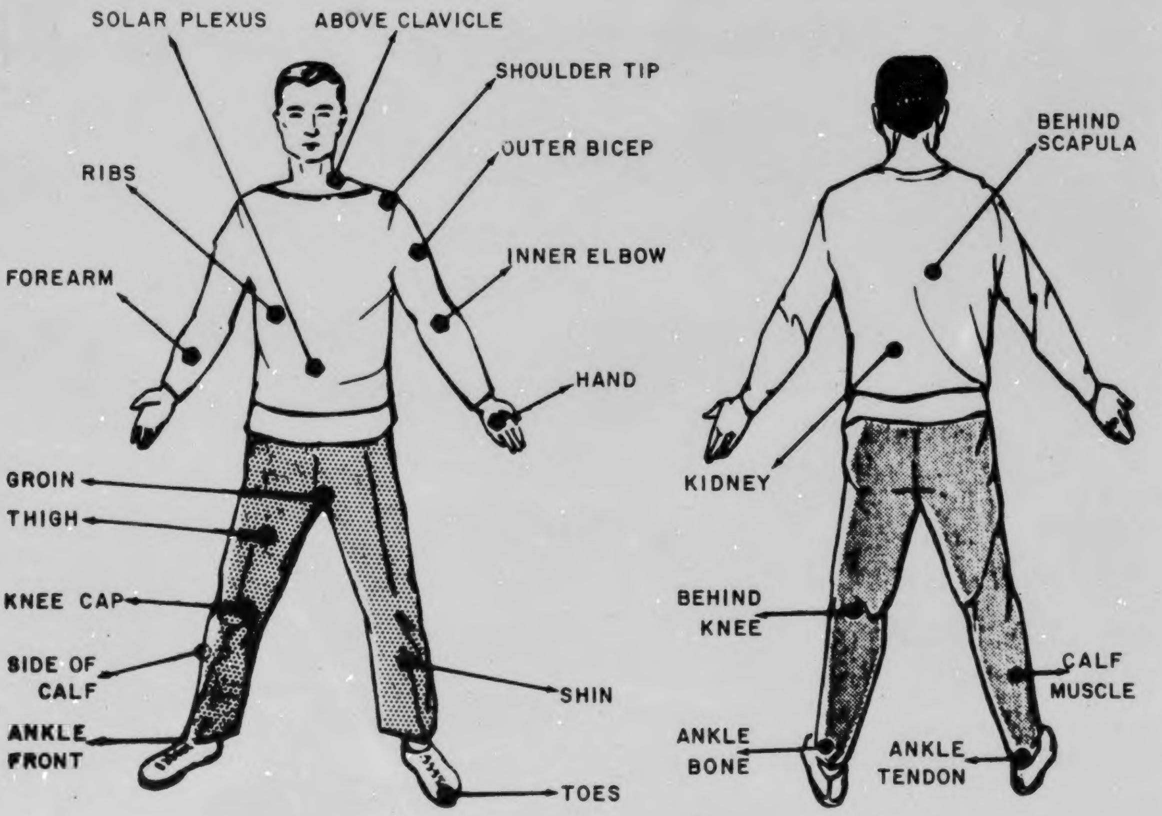

SOLAR PLEXUS
ABOVE CLAVICLE
SHOULDER TIP
RIBS
OUTER BICEP
FOREARM
INNER ELBOW
HAND
GROIN
THIGH
KNEE CAP
SIDE OF CALF
SHIN
ANKLE FRONT
TOES
BEHIND SCAPULA
KIDNEY
BEHIND KNEE
CALF MUSCLE
ANKLE BONE
ANKLE TENDON
193.62

Figure 6-20. — Striking areas.

When your left foot is in position, slide your right foot to the left until the left side of your body is facing your opponent. At the same time, raise the club until the grip is next to your right ear. Then strike a backhand blow to your opponent's right shinbone, or leg area, as shown in figure 6-21.

RIGHT FRONT (FOREHAND BLOW). — This movement is just the opposite of the left front movement; slide your right foot forward and slightly to your right; at the same time point your toes inward or slightly to your left. When your right foot is in position, slide your left foot to the right until you are in position with the right side of your body facing your opponent. As you move, bring the club upward and rearward and strike a forehand blow to your opponent's left shinbone. Keep your right arm at shoulder level, parallel to the ground, with your elbow facing your opponent to protect the right side of your body. This action is shown in figure 6-22.

LEFT REAR (BACKHAND BLOW). — From the ready position, your objective is to move to the rear and to the left while keeping the left side of your body facing your opponent. Slide your right foot in an arc to your left rear. Then withdraw your left foot to a position with your left side facing your opponent. Strike a backhand blow to your opponent's right shinbone.

RIGHT REAR (FOREHAND BLOW). — From the ready position, your objective is to move to the rear and to the right while keeping the right side of your body facing your opponent.

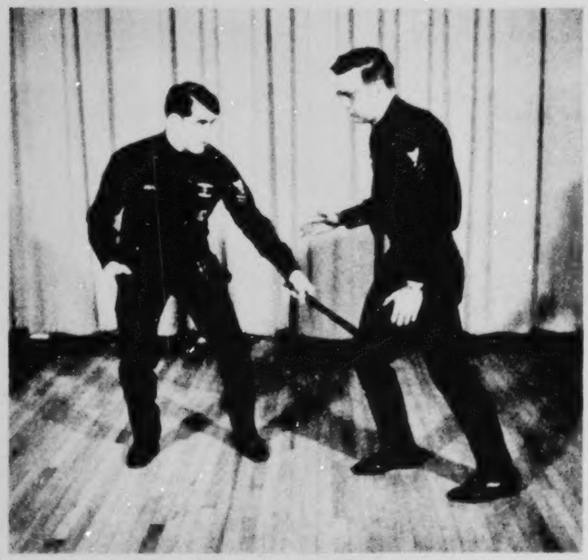


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Figure 6-21.— Backhand blow.

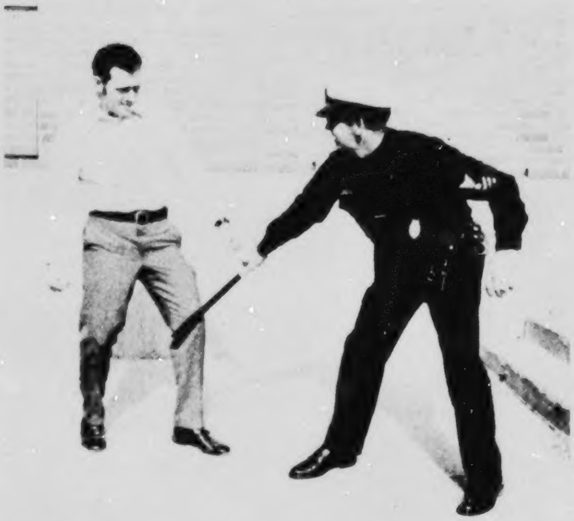

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Figure 6-22.— Right front blow.

Slide your left foot in an arc to your right rear. Then withdraw your right foot to a position with your right side facing your opponent. Strike a forehand blow to your opponent's left shinbone. The left-rear and right-rear positions are the same as the left-front and right-front positions except that you move to the rear instead of forward.

## DEFENSE AGAINST KNIFE ATTACKS

Sometime you may have to use your club to defend yourself against a knife attack. Speed and accuracy are essential because if someone is trying to get at you with a knife, you're not likely to get a second chance if you make a mistake. The instructions below explain how to use your club in defense against chest, slash, and groin knife attacks. Only through constant practice can you perfect these techniques.

### Chest Attack

There are four steps in using your club to defend yourself against a chest knife attack: block, parry, disarm, and follow-through. To block: as your opponent strikes downward from an overhead position, step back with your right foot, flex your knees, and bring your club upward with both hands to eye level or higher. Keep the club parallel to the ground. At the moment of contact, snap the club upward with a sharp flick of your wrist, striking your opponent's wrist as shown in figure 6-23. To parry: slide your right foot around to your left rear, rotate your club clockwise until the club is in a vertical position with the butt pointed upward, and push your opponent's knife hand across his body. To disarm: withdraw your left foot, release your right hand from the club, and snap the club forward with wrist action, striking your opponent's upper forearm or wrist. To follow through: bring your club up next to your right ear and strike your opponent's body with sharp backhand blows, driving him backwards. Use a gliding sidestep; do not cross your legs.

### Slash Attack

The defense against a slash knife attack also involves the block, parry, disarm, and follow-through steps. To block: as your opponent starts a hooking slash attack with his right arm, step back with your right foot and flex your knees. Holding your club with both hands, bring it upward

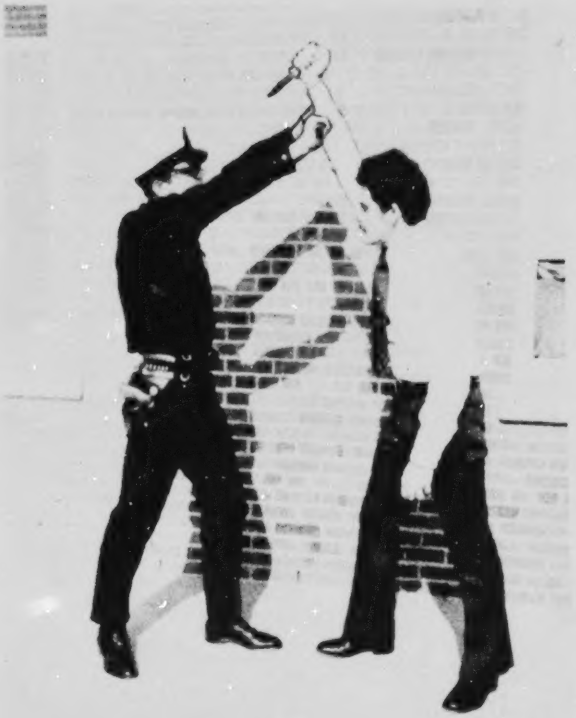

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Figure 6-23. — Chest overhead position.

and outward toward the left to meet the approaching knife. Keep the club in a vertical position with the butt pointed upward, have your arms extended and elbows locked, and strike your opponent between his wrist and his elbow as shown in figure 6-24. To parry: rotate your club counterclockwise, pushing the butt downward and pushing your opponent's knife hand across his body. Slide your right foot around to your left rear. To disarm: withdraw your left foot and let the striking tip snap out of your right hand, inflicting blows on your opponent's hand, wrist, or forearm, causing him to drop the knife. Use the same follow-through as for the chest attack.

### Groin Attack

The defense against a groin attack also requires the four basic steps. To block: as your opponent starts an upward thrust with his knife toward your groin, step back with your right foot and lower your center of balance. Strike downward with a sharp snap of your wrists until your arms are fully extended, striking your opponent between his wrist and his elbows as shown in figure 6-25. To parry: push down on the grip of your club until the club is in a vertical position, keeping your arms fully extended. At the same time, slide your right foot around to your left rear and push your opponent's knife hand across his body with your club. To disarm: withdraw your left foot while letting the striking tip snap out of your right hand and strike your opponent's hand, wrist, or forearm, causing him to drop the knife. The follow-through is the same as for the chest and slash attacks.

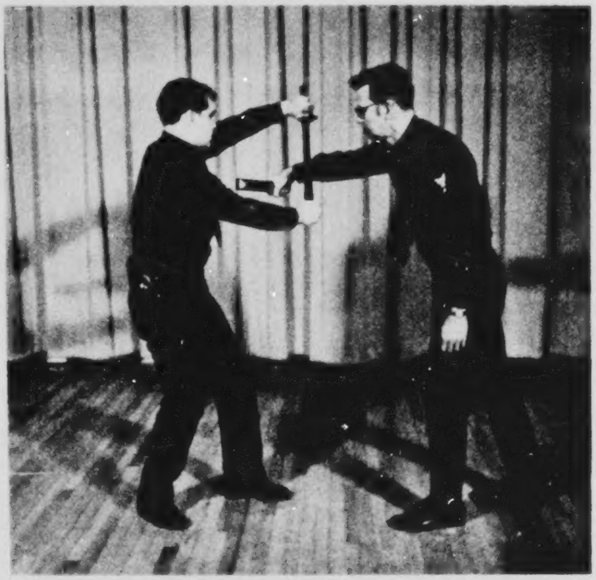

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Figure 6-24. — Slash attack.

## DEFENSE AGAINST A PISTOL

With much practice, you can learn to make the defensive movements to disarm an opponent. Unless you are very proficient in this method you should not try to disarm a person unless you are sure he intends to shoot you. If he is not standing within your reach your chances

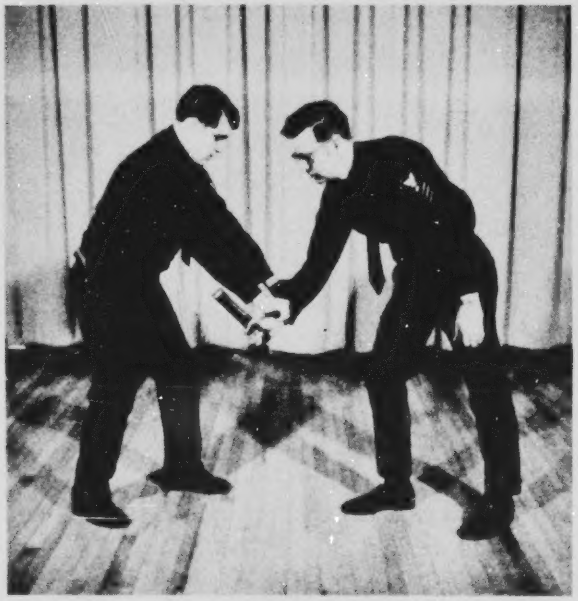

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Figure 6-25.—Groin attack.

become practically impossible. Your reactions depend on the given situation. To disarm a person it takes such speed that your opponent must not be aware you intend to resist. The defensive movements described in this section should not be attempted without much practice and until you become proficient at disarming.

## FACING A GUN

On occasion, you may have to deal with a man armed with a revolver. If an opponent stands close in front of you and orders you to raise your arms, do so, but keep your elbows as low as possible. (See figure 6-26.) Pivot your body to your left. Immediately grasp the hammer and hand area of his gun with your right hand, being careful not to get your hand too close to the muzzle, and pushing the gun away from your body as shown in figure 6-27.

With your left hand grasp the chamber area of the gun continuing to push his hand to your left as in figure 6-28. Pivot to your right while forcing his wrist to break his hold on the gun as shown in figure 6-29. With a yanking movement and backstep the gun will be in your control as shown in figure 6-30.

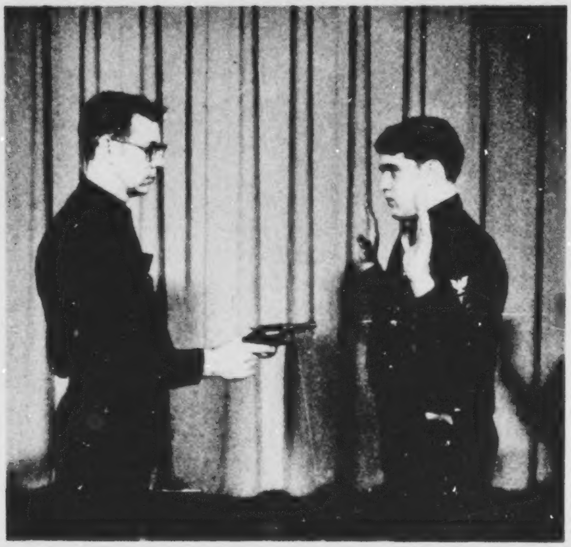

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Figure 6-26.—Elbow position.

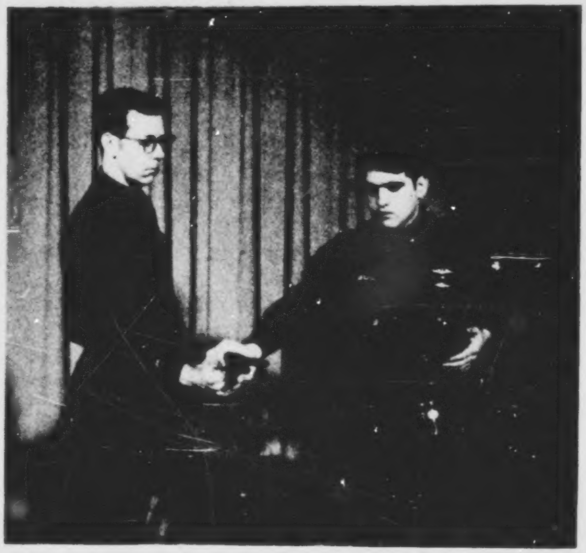

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Figure 6-27.—Grasp gun.

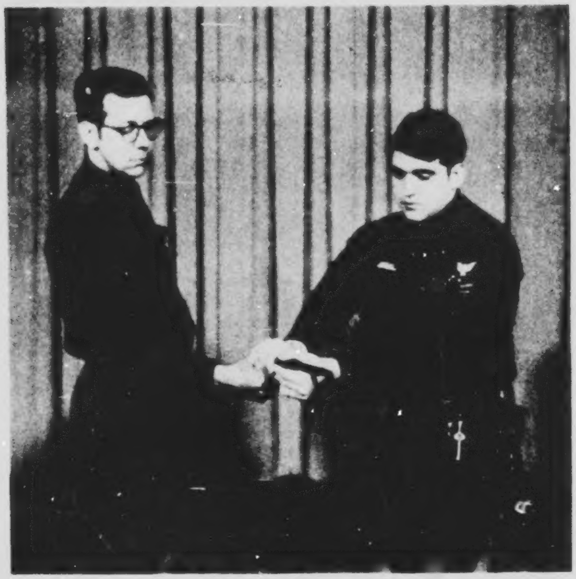

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Figure 6-28. — Left hand grasp.

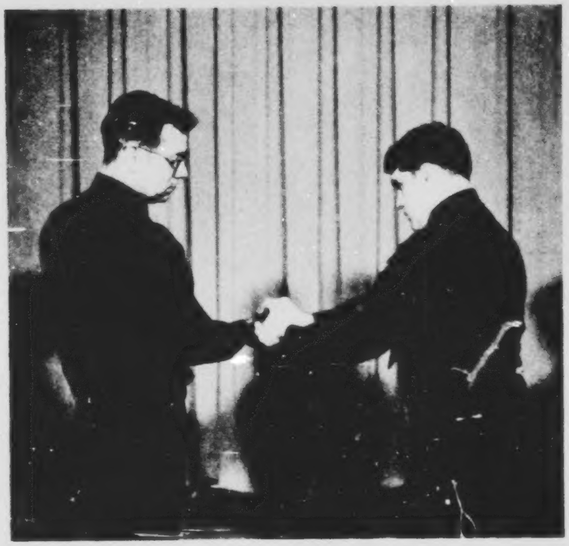

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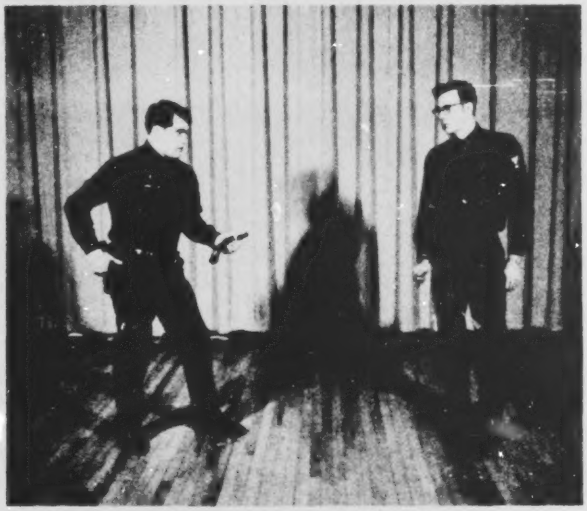
Figure 6-29. — Break hold on gun.



193.72
Figure 6-30. — Full gun control.

## DEFENSE AGAINST CHOKES AND BODY HOLDS

### FRONT CHOKE

As the offender places his hands around your neck, slide your right foot to the rear and flex your knees to pull the offender off balance as shown in figure 6-31. At the same time, bring your left arm up and twist your body to the right, breaking the choke with your shoulder and armpit as shown in figures 6-32 and 6-33. Follow through with an elbow to the head or a knee to the groin.

### FRONT BODY HOLD

If you are grabbed from the front under your arm, you can think of several things to do since your arms are free. However, if an offender grabs you from the front pinning your arms down, immediately slide your right foot to the rear and flex your knees to maintain your balance. Then strike him in the groin to make him break his grip. Encircle your left arm under and over the top of the offender's right arm with the palm of your left hand on top of his triceps muscle. Break his balance by gripping the back of your left hand with your right hand and pull him forward and down into you. Place your left elbow in his back, then follow through with a rear arm lock.

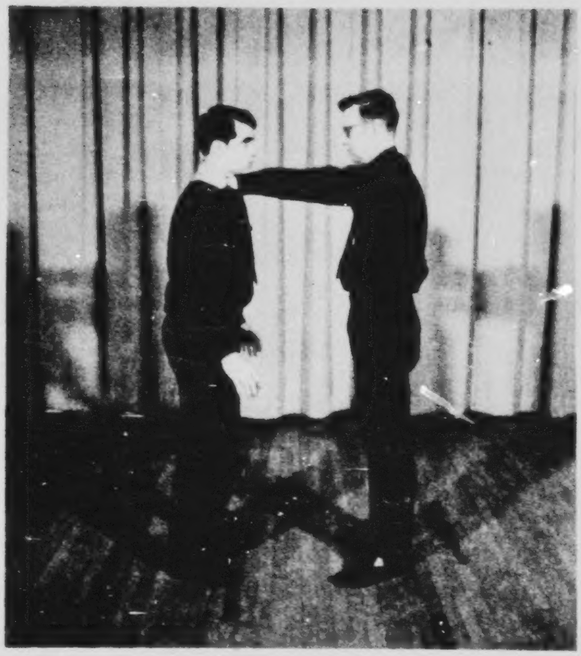


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Figure 6-31. — Front choke.

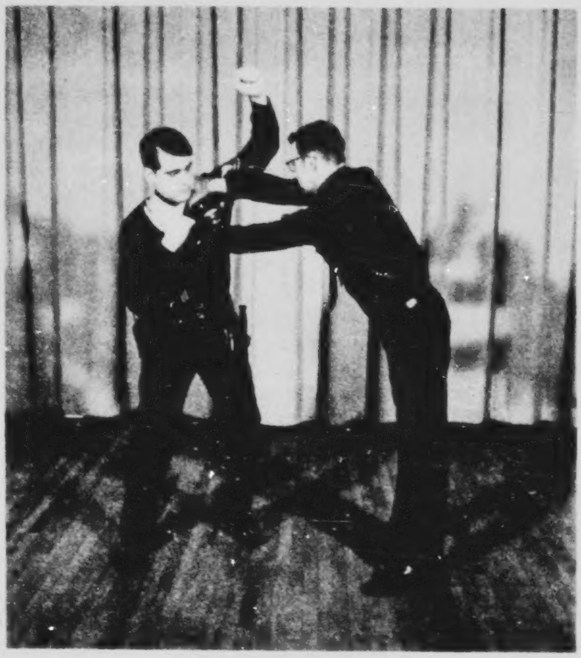

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Figure 6-32. — Raise arm and pivot.

REAR BODY HOLD

If an offender grabs you from the rear, immediately lower your weight by flexing your knees, shift your hips to the left and control his arms by encircling your arms up and over the top of his arm. Stomp the instep of his right foot with your right foot, to make him break his hold. Strike him in the groin with your right elbow. Grip his right wrist with your right hand, sidestep to the right rotating his arm up and over your head as you side step. Twist his right wrist clockwise into your right hip, at the same time grip his elbow with your left hand. With pressure on his elbow, sidestep to the right and take him to the ground; then drop your left knee in his back. Follow through with a rear arm lock.

## PRISONER CONTROL

HANDCUFFS

Handcuffs may be used to restrain a violent or dangerous prisoner. It is advisable to secure

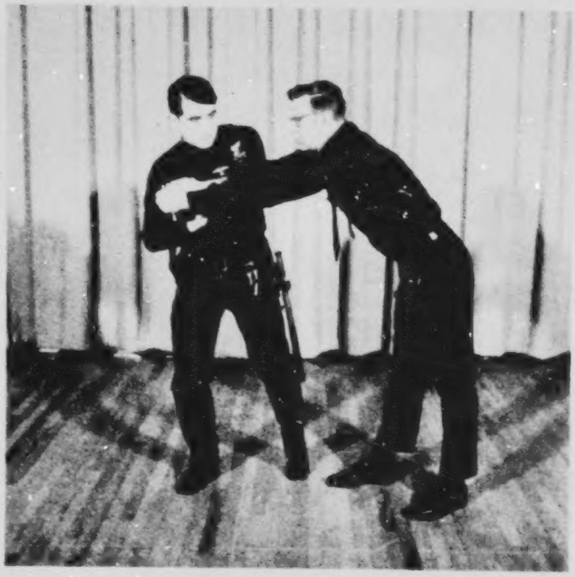

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Figure 6-33. — Break choke.

a dangerous prisoner's hands behind his back, because handcuffs can become a dangerous weapon on the wrists of an unruly prisoner. When such a prisoner is seated, his hands may be secured under his knees. Federal law prohibits handcuffing prisoners to any fixture on a vehicle or railroad car. If a prisoner's hands must be kept in front of him, pass his belt or a piece of line around his waist and over the chain of the handcuffs. Be sure the belt buckle or the knot in the line is out of reach of the prisoner's fingers.

Four men can be held as a group, when necessary, with two pairs of handcuffs. Place the chain of one pair of handcuffs over the wrist of one man, and fasten one cuff of the other pair of handcuffs around both the chain and the wrist. The three remaining men are then secured by one wrist. (See figure 6-34.)

When handcuffs are unavailable, a prisoner's hands can be secured by a belt or necktie. Or they can be secured with a piece of line, which first is passed around each wrist, followed by a few turns around the line between the wrists. Place the knot (or buckle) on the back of the hands, so that the prisoner cannot reach it with his fingers. If the prisoner is wearing a belt, it is best to secure the hand-tie to it. You must draw the hand-tie taut, but not so tautly that circulation of the blood is stopped.

## TRANSPORTING PRISONERS IN VEHICLES

When you are transporting a prisoner in a motor vehicle, see that no objects such as tools, boxes containing loose pieces of wood, or metal are available which the prisoner might use as a weapon. Keep tool compartments locked. Seat prisoners where they can best be kept under control. If you and your partner are transporting a single prisoner in a sedan, place your prisoner on the rear seat and to the right of your partner. When transporting two prisoners in a sedan, the second prisoner should occupy the right front seat.

## SUBJECTS TAKEN TO HEADQUARTERS

When personnel of the Armed Forces are apprehended by a Master at Arms for narcotics or suspected narcotics use or are released to a Master at Arms force by civil police, a complete report of the incident is made. The subject is transported to headquarters where suspected narcotic violators are given a complete search.

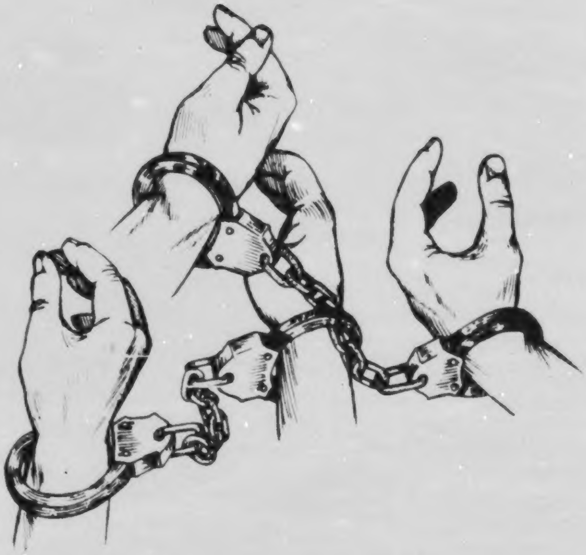

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Figure 6-34. — Securing four prisoners with two pair of handcuffs.

The Chief of the Watch will ensure that all notifications of the incident are made in correct and timely manner. Notifications include NISO, OSI, or CID, depending on branch of service; subject's unit; appropriate duty officer or Provost Marshal; and Master at Arms Duty Officer, who will determine if further notifications are applicable.

If, at any time, the subject appears to be injured or ill, notify the Chief of the Watch and arrange to transport the subject for examination by a Medical Officer. Any person in custody who requests medication for an alleged illness also will be examined.

Usually, it is possible to arrange for transfer of custody, before civil trial, of Armed Forces personnel charged by civil police with committing misdemeanors. Personnel turned over to or apprehended by a Master at Arms are transported to headquarters where a report of the incident is made.

The turnkey conducts a thorough search of personnel, listing all valuables and personal effects. You should not confine an unconscious or injured or irrational person without first having him examined by a Medical Officer to see if he is drugged, severely injured, or is suffering from anything other than the effects of alcoholic beverages. A subject under the influence of alcohol is usually detained for 4 hours, or until he reaches a sober condition, then released or transported back to his command.

The Chief of the Watch ensures that the subject's command is notified as to his incarceration.

## TECHNIQUES OF SEARCHING

It is necessary to have a practical, working knowledge of the techniques of searching an offender. Normally, three types of searches are used: the simple frisk, the wall search, and the complete search.

When you believe a man to be armed or when you consider him to be dangerous, proceed with the utmost caution. The following list of don'ts provides practical advice for the Master at Arms.

1. Don't be unnecessarily rough. Be firm and let the man know you are in command of the situation.
2. Don't let the man delay or make excuses. Insist that he obey your orders immediately.
3. Don't grant any requests until the man is searched completely.
4. Don't stand too close to a prisoner when you are armed—he may grab your gun.
5. Don't talk too much. Make your orders clear and concise.
6. Don't permit anyone to come between you and your prisoner. Keep away from pedestrians when streets are crowded, and remove the prisoner from the street as soon as possible. While on a sidewalk, keep the prisoner between you and the buildings. If no better place is available, take him into a doorway.
7. Don't allow prisoners to separate. Keep them all together. You and your partner must keep the prisoners between you.
8. Don't permit a prisoner to face you. When you think he is dangerous, make him turn his back to you. Never place a gun against a prisoner, even from behind, because he may attempt to take it away from you. Never go within kicking or striking distance of a prisoner when you have a gun in your hand.
9. Don't let a man get the upper hand when you are apprehending him.

### SIMPLE FRISK

A person apprehended for a minor offense is given a simple frisk—a quick search of his person to see if he has any weapons. This is a standard police procedure because a person apprehended for a minor offense may have committed a serious offense. You cannot assume that minor offenders are harmless. In making the simple frisk, have the suspect stand with his back to you, arms outstretched, fingers apart, and legs wide apart. Then grasp the offender's belt or collar with your right hand. Starting with the suspect's right wrist, slide your left hand firmly down the suspect's body, as shown in figure 6-35 to locate any object on his person that could be used as a weapon. To search the lower part of the offender's body, grasp the offender's belt with your right hand and use your left hand to search, as shown in figure 6-36. These procedures are reversed for the left side of the body. If possible, a witness should be present in case the suspect claims unnecessary force was used or that an indecent assault was made. A simple frisk should be fast and thorough. Do not give the suspect time to think and react, but be careful not to skimp on the search just to save time. If there is reason to believe the suspect may attempt an assault, make a wall search.

NOTE: Military women offenders are not subjected to bodily search except by other women of the military service or by female civilian law enforcement officers. You may search a suspect's handbag, overcoat, or luggage.

### WALL SEARCH

This search is used on offenders who have committed serious offenses and who are considered dangerous. The wall search keeps an offender off balance much more effectively than a simple frisk, and is the safest type of search for the person doing the searching. Another advantage is that several persons can be kept under control by putting them in the wall search positions. To make a wall search have the offender place his hands against a wall about three feet apart and at about eye level. Then have him back up, keeping his feet spread apart and supporting his weight with his fingers. Now he is sufficiently off balance to be searched. Place your right leg in front of the suspect's right leg so that your right foot is against the suspect's right foot. From this position, if the suspect offers resistance, you can push his right foot back from under him. Now place your left hand in the small of the suspect's back so as to

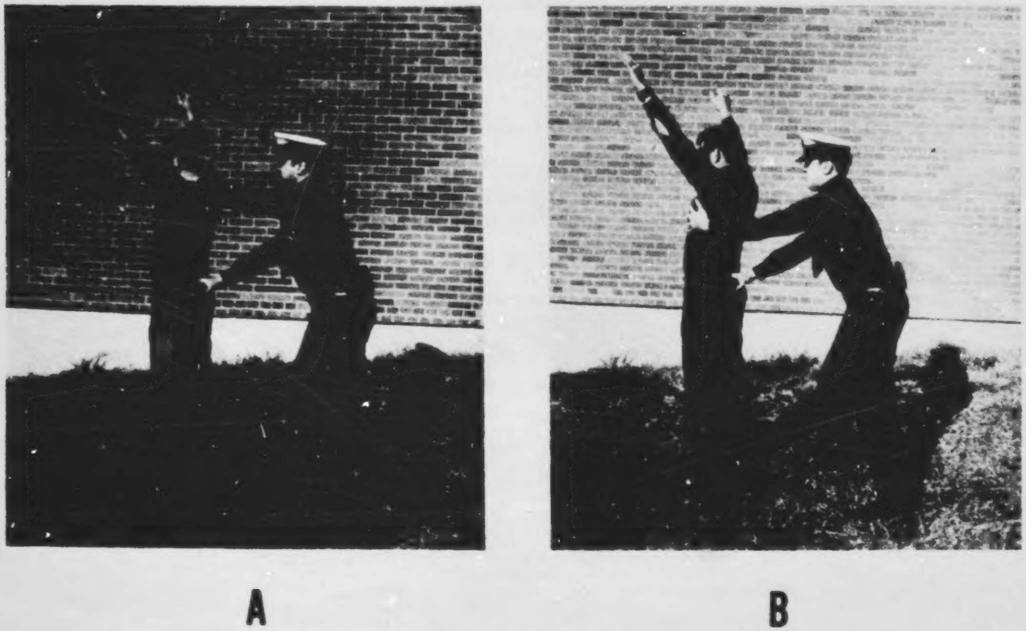

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Figure 6-35. — Upper body search.

feel any movement. Then use your right hand to search the right side of the upper body, including the belt line. After searching the upper right side, place your right hand in the small of the offender's back and use your left hand to search the lower right side, as shown in figure 6-37. After completing the search of the right side, back away from the suspect to allow the second Master at Arms, who is maintaining surveillance over the offender with a drawn revolver, to pass in front of you. This allows you to search the left side of the suspect without passing through the possible line of fire of the second Master at Arms. To search the left side, reverse the procedure for searching the right side. Although neither the simple frisk nor the wall search is positive proof that the suspect has no weapons, they are the most practical means to search a suspect at the scene of an apprehension. If necessary, a complete search can be made at headquarters.

## COMPLETE SEARCH

Once an offender is apprehended and taken to headquarters, he can either be released, restricted in lieu of arrest, or placed in confinement. The disposition of the offender is determined by the Chief of the Watch unless he receives disposition instructions from higher authority. In a complete search, an offender is stripped naked and his body and clothing are carefully examined. All persons placed in confinement are given complete searches, and complete searches may be conducted in other cases when circumstances justify them. Security violators who are considered possible saboteurs and suspected narcotics violators are given complete searches because there is always the probability of well-concealed objects on the body or in the clothing of such persons. A harmless drunk whose condition improves considerably between apprehension and disposition does not require a

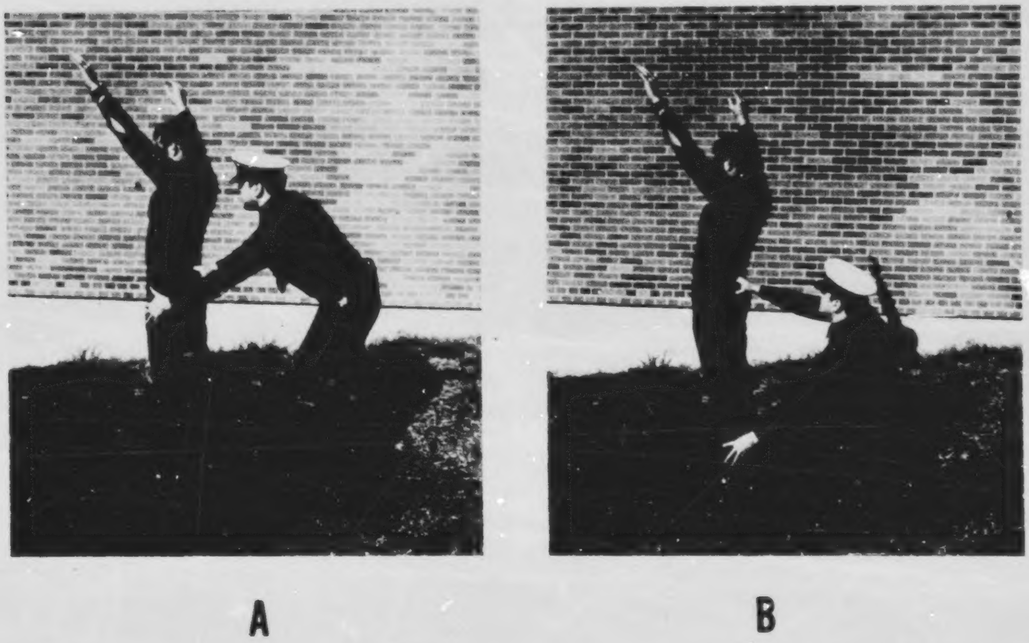

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Figure 6-36.—Lower body search.

complete search. If an offender is confined, the complete search is part of the admission procedure. The prisoner is completely stripped, including watches, rings, and jewelry. His body is carefully examined from head to toe. His hair is combed out. All bodily openings, including mouth, nose, ears and rectum must be inspected by medical personnel. Every square inch of skin is examined. Particular attention is paid to the areas under the arms, between the toes and on the soles of the feet. Bandages and strips of adhesive are checked; but if the man is obviously injured, this check can be made by a doctor during the medical examination, which is also part of the admission procedures. Most prisoners have no concealed objects on their person, but the few who do justify a complete search as part of admission procedure. At the completion of the search, all clothing and property, including money, is itemized on a property receipt. The prisoner signs two copies, keeps

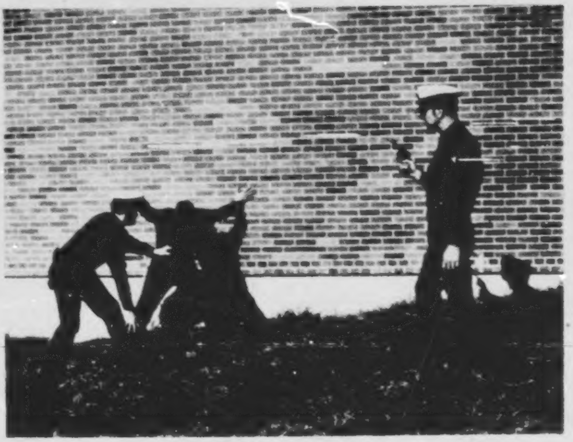

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Figure 6-37.—Wall search.

one, and is issued a pair of fatigues. His search is completed.

## VEHICLE SEARCH

A CO may order a search of all vehicles leaving a base; or he may order a search of one specific vehicle. Gate guards, supplemented by additional Masters at Arms, conduct the search. The object sought may be anything from an escaped prisoner to a piece of electronic equipment. Therefore, the size of the object sought determines the method in which the vehicle is searched.

### Simple Search

To search a vehicle for an object such as a toolbox stolen from a shop, have the driver open the trunk. Check the trunk, back seat, front seat, under the seats, and any other part of the vehicle that could contain a toolbox. Trucks can be checked by climbing in and looking around. Normally, if an item is so small it could easily be concealed on a person, the vehicle search is not ordered.

### Complete Search

One situation that requires a complete search is an offender suspected of concealing narcotics in a vehicle. Normally, the NIS handles such a case because a complete search, to be effective, may involve disassembling the vehicle down to the last nut and bolt. In such cases, your only concern is to guard the vehicle until a complete search can be made.

## PREMISES SEARCH

Premises may be buildings, barracks, offices, or open areas. As in the case of vehicles, the manner in which a premise is searched depends on the nature and size of the object sought. For example, a stolen television set is far more conspicuous than a stolen diamond ring. Although the techniques for conducting a complete search of a premise may vary, a general inspection of the area or building should always be made first.

### General Inspection

The general inspection provides the person or persons conducting the search with better, easier, and more reliable methods for conducting the search. The inspection can include such techniques as checking the physical structure of a building for location, size, number of doors, windows, and fire escapes. This information helps determine the number of persons required for making the complete search. If the search is made to apprehend an offender, the surrounding area is surveyed for parking lots, streets, or roadways which could provide avenues of escape.

### Complete Search

A complete search may include the searching of buildings, rooms, or areas. Since circumstances vary and objects differ in size, the general rule is to thoroughly examine a particular area to find a particular object. The entire area, whether in the open or in a room, is searched in a clockwise pattern covering the entire area in ever-tightening circles, and is then cross-searched. If sufficient Masters at Arms are employed, a sectional search may be made. Normally, this is done by assigning persons to search sections comprising a large area.

## CAUSES AND RESULTS OF FRUSTRATION

Life presents conflicts and frustrations to all of us. The environment in which we live is by no means tailored to the needs of any one person. We constantly find ourselves having to make choices between needs that are seemingly incompatible. We want to go to the base movie, but we also want to stay in and study for the next pay grade.

We want that next pay grade and the added prestige but we don't want to work too hard for it. Often, our needs push us in opposite directions. Nearly every decision we make involves a weighing of pros and cons. We want to do something — but, as soon as that "but" enters the picture, we experience stress and tension — and the stronger the conflict, the stronger the tension.

Man directs his behavior to reduce his tensions that are caused by his needs. Once he satisfies his needs, his pressures and tensions decrease, at least for awhile. But what happens if our needs cannot be satisfied, if our goals remain unfulfilled?

Man always has needs and all his needs can never be simultaneously satisfied. Many of our needs are thwarted. We want things that we cannot, for one reason or another, have. We seek goals we cannot reach. Someone, something, always seems to intervene to keep us from where we want to go, from what we want to do. Even in the minor details of day-to-day living, people, objects, and our limitations continually get in our way as barriers.

To cope with these roadblocks to our goals, our behavior takes many directions. Often, we compromise and choose a course that partially satisfies our needs. We may deny one need to satisfy a number of others. Or we may elect a "waiting game" and satisfy our needs one at a time, holding some in check while others are gratified. On the other hand, our needs may be diametrically opposed, and the satisfaction of one means that the other goes permanently ungratified.

With time we learn ways and means of coping with life's problems and conflicts. Our reactions to these demands may be constructive or destructive depending on the behavior that we adopt.

Frustration is a common type of conflict and occurs when need-directed behavior is blocked. In human behavior, a need arises, goal-directing behavior patterns are put in motion, satisfaction is achieved, and the need-tension disappears, at least temporarily. But we know that life is rarely that simple. Conflicts interfere with the basic behavioral process. Events occur that keep the person from going where he wants to go and doing what he wants to do.

When a man wants something he can't get, whether that something is as trivial as a lost pencil or as important as being the best in his profession, he is frustrated. And when he is frustrated, the simple directness of his behavior may get him nowhere at all. To the casual observer, the behavior of a frustrated man often makes no sense whatsoever. But frustrated behavior is very human behavior and you who influence your men's behavior can benefit from understanding the kinds of frustrating situations people get themselves into and how people act when frustrated.

## TYPES OF FRUSTRATION

The people, objects, and situations that block our way as we struggle to satisfy our needs are almost endless in number and variety. But we can talk about them as general types.

THERE ARE IMPERSONAL BARRIERS.—The man who needs cigarettes and finds the Navy Exchange closed presents a good picture of frustration. He may try other ways of getting cigarettes and, if none of them works, he is certain to become agitated and irritated. Similarily, the cancellation of a scheduled airline flight, a traffic tie-up, busy telephone numbers, machines that won't work and countless other impersonal objects interfere with the day-to-day attainment of our goals.

PEOPLE, AS PEOPLE, FRUSTRATE US.—People, probably more often and more disturbingly than inanimate objects, hem us in and obstruct the attainment of our goals. They, of course, also facilitate our goal-seeking behavior but when each person has his own needs to worry about, it is inevitable that people are going to get in one another's hair. We can expect almost any human association—even friendship or marriage—to be frustrating at least some of the time. Friends and wives have their own needs and when their needs run counter to our own, somebody is going to be frustrated.

The frustrating of people by people is seen most clearly in the behavior of children. When two three-year olds are playing together, we can predict that sooner or later both will want the same toy at the same time. The frustrated child, not knowing the social art of compromise, often does some direct things about his frustration. The older child, for example, accustomed to being the only child in the family, may be acutely frustrated by the arrival of a new baby. The new child is a usurper, an interloper, something to get rid of. The baby is very much a threat to the child's status and sense of belonging. There are known cases where older children have tried the direct action of tossing the baby out the window, or of "doing it in" with a butcher knife. Adults, while almost as often and just as acutely frustrated by people, rarely give vent to their feelings in so direct a manner. But there are fist fights, assaults and, for that matter, murders.

PEOPLE, AS ENFORCERS OF RULES, FRUSTRATE US.—When any group of people live together,—whether as a culture, a nation, a Navy, or a crew, there have to be certain rules about who shall do what. The home, the school, military service, all of society in fact, operate under a set of formal and informal rules and laws, many of which are designed purely and simply to curb or control our behavior in the interest of the common good. These rules and laws are enforced by people—parents, policemen, managers, supervisors, COs, XOs, department heads, and division chiefs—with their sometimes elaborate series of do's and don'ts. Almost inevitably these people thwart some of our needs.

Again the clearest illustration comes from children. When the child gets to be a year or so old, his parents usually decide he is ready for a little training on how he should act in our society. From that time until the child learns to act in an acceptable manner, he is surrounded by numerous "do's" and "dont's", many of which are incompatible with his natural desires. The parent, the enforcer of the rules and taboos, becomes for a time the child's enemy.

The parent, of course, is not the only voice of authority a person encounters. You must often enforce rules and procedures that are not wholly to the liking of all members of your crew. It follows that some of your people will be frustrated some of the time. You can clear the way for their cooperation and decreased antagonism if you find ways to make the rules and regulations sensible procedures for achieving long-run satisfaction. To an enlisted man in your crew who is interested only in his support of the unit and the ship, the rules will be only temporary bothers of less importance in comparison with the long-term satisfaction he gets from abiding by them.

Being frustrated by people is generally more disturbing than being blocked by an inanimate object. In the first place, people are harder to figure out than a door that won't open. In the second place, we expect people to be reasonable and understanding; when they aren't, our frustration may be increased. In the third place, if we do what comes naturally under frustrating circumstances and attack the barrier, the human barrier might counterattack. It can hurt us physically or professionally, make us feel guilty, make us feel ashamed of ourselves. We can kick a door without any serious mental or emotional repercussions, but any venting of anger on a human being likely produces a very complicated aftermath.

OUR INABILITIES FRUSTRATE US. — Sometimes we seem to be our own worst enemies, for our desires are sometimes blocked by factors we carry around with us.

One built-in frustrating factor is inability — a lack of physical or mental capacity to do what we want to do. Think of the healthy man who loses an arm or a leg. He is bound to experience frustration. The boy who wants to be a college football star who under no circumstances can get his weight up to more than 125 pounds is very likely to suffer almost excruciating frustration. Every year thousands of young people enter American universities, optimistically heading for law or medicine or engineering but sadly discovering after several months of exposure to academic life, that they do not have the kind of ability needed to reach their professional goals.

In many situations the individual's plans and expectations are not related to his actual abilities. Through the influence of ambitious parents, or through an unrealistic notion of his own abilities, he hitches his wagon to the wrong star, when his wagon turns out to be too rickety for the journey, defeat, bitter and disturbing, is upon him. When a person's level of aspiration is too far above his level of achievement, frustration results.

CONFLICTING DESIRES LEAD TO FRUSTRATION. — We have seen that, in situations involving conflict, a person must often choose one course of action and deny another. Or he may achieve a compromise which partially denies both of his conflicting needs while partially gratifying each. The partially or wholly denied need cannot be counted on to disappear. It is still with the person, sometimes with great insistance. If a course of action gratifies the first need and makes it impossible to do anything about the second, the second need is frustrated and influences the person's behavior accordingly.

When you make a choice between two attractive things, the denied attraction loses potency the farther you get away from it. The man who decides to go in the Navy, instead of the Army is not often frustrated by not being at an Army post, once he is involved in life aboard ship. But this is a fairly superficial conflict. His basic needs involved (status, perhaps) can possibly be satisfied equally well by either of the two courses of action. But when we put a man in a situation where his basic needs are directly opposed to each other, one need will be frustrated. The man who finds that he can bring about the sort of status he needs only by occupying the place he inherited in his father's business but who, on the other hand, has strong needs to be a musician is in a highly-charged conflict. If he works in his father's business, his needs for artistic expression are going to be frustrated. If he adopts the artistic way of life, his needs for high status may be blocked, at least temporarily.

A positive need versus a negative one also produces frustration. The man who wants to lick the world but who is locked in inactivity because of fear of failure or fear of unfairness of competition or fear of his own inabilities is a frustrated man. His behavior will likely be characterized as a tense, dissatisfied grumpiness.

Often the negative needs in positive-negative conflicts are needs influenced by fear — the fear of what people will say, the fear of being caught and punished, the fear of making a fool of oneself. These blocks can frustrate positive needs, often more effectively and disturbingly than any external barriers.

Closely related to the barriers of social pressure are the conscience-barriers that the average person possesses. When a highly desired course of action conflicts with a person's code or conscience, or with the role he pictures for himself, frustration is likely. If, in time of temptation, a person's conscience is stronger than his desire, there is no real conflict and no severe frustration. Or, if his conscience is weak, he may steal, cheat, or rape without turning a hair. But when his conscience and his need are both strong, he experiences frustration. If he steals, he has the money, but he has a guilty conscience and feelings of shame and remorse. If he follows his code, he hasn't the material rewards he can get by sinning. If he becomes a success by ruthless competition, he may have a large income but at the same time he may feel guilty. If he refuses to play ruthlessly, he may have a clear conscience and very small income.

## RESULTS OF FRUSTRATION

Needs cannot always be satisfied. Sometimes they die out and are abandoned; often they go into hiding, influencing behavior but wearing a mask. Like the body with its elaborate system of physical defenses, the mind too has a complicated defense system, a method of adaptation to the environment.

These methods of adaptation are known as adjustment mechanisms, sometimes called defense mechanisms. We are never conscious of them, because once we are aware that we are using a device to reach a goal, it ceases to be an adjustment mechanism and becomes a consciously applied way to satisfy a need. In effect, the adjustment mechanisms involve camouflaged behavior, but we are not conscious of the camouflage. If they have proved successful for us in the past, they come into play almost automatically when we are faced with new and difficult situations. They are unconscious and largely beyond our control, serving as devices to help us adjust to the situation and to preserve our self-image.

The use of mild adjustment mechanisms of one kind or another is a normal, routine, universal method of behavior. In no sense should their use be considered abnormal behavior. However, defense mechanisms can become undesirable when one or several of them dominate a person's behavior.

Distortion and selectivity are always at work in our daily lives. Five different witnesses to an accident may have different versions of what happened, and each of them is certain that his version is correct. Each of us interprets the things around us in a different way, and we each work out a standard way of facing them. This usually involves one or more of the adjustment mechanisms. Most of these mechanisms are so well-known that it is only necessary to sketch them briefly, always remembering they are normal, but hidden, sources of motivation. The following adjustment mechanisms are not a complete list but rather some common ones that you will probably observe in people around you.

First, let's take a hypothetical case to illustrate how several adjustment mechanisms may operate.

One night your color television set goes on the blink. You tell your friend who has a complete TV workshop in his home, about your trouble. He says, "Bring the monster over Friday night and I'll fix it." "Great," you say, "I'll be able to watch the game Saturday." As the set weighs 140 pounds, you ask a buddy if he will help you take the set over to your friends house. You also ask him for his pick-up truck.

You and your buddy lug the set down your apartment flights of steps. You both rest a few minutes. Then, you both carry it slowly down the walk and load it on the truck. You then drive the 20 miles over to your friends house. You and your buddy with much "huffing and puffing" carry the set up to the door.

You ring the doorbell; you wait. No one answers. You ring again;same result. You see a neighbor next-door.

You: "Is Chief Fuze home?"

He: "Why, no — he just left — said he wouldn't be back until tomorrow."

End of story. Two questions: (1) What are your feelings? (2) What would you do?

You may get angry. You vent your anger at Chief Fuze, or at people, in general. You may say, "That Chief Fuze is a real "so-in-so", or "You just can't depend on him or anyone — people are just no good." Or you might seek Chief Fuze out at work the next day and give him a piece of your mind. These acts are all aggressions directed at the barrier. Other outward aggressions are assigning blame, calling names, spreading scuttlebutt, withholding approval, playing practical jokes, or even physical violence. You might want to punch Chief Fuze in the nose. Man has many devices for making his fellow man suffer — when his fellow man frustrates him.

On the other hand, you may direct your anger against yourself. You think and say derogatory things about yourself and you may devise ways to make yourself suffer for your shortcomings. You may say "It's all my fault. I should never have counted on him." This is inwardly directed aggression of which suicide is the most extreme example.

Unfortunately, people often react to highly frustrating situations with intense emotional feelings of aggression, often with negative results. For example, if you bawl-out Chief Fuze, he might react similarily and bawl you out. The end result may be no TV repairs, then or ever, by him. Frustration, and its child, aggression, are major causes of problems and unhappiness on the job, just as they are elsewhere in daily life.

But you might be that rare person who, instead of reacting aggressively, view the situation from a problem-solving angle, neither blaming Chief Fuze nor yourself. Instead of attacking, you search for reasons that help you understand and accept the situation without getting emotionally upset about it. You ask yourself "Which of us got the dates mixed-up?" or you think "Something important must have come up to prevent him from being here." You seek positive alternatives — taking your TV to another repair shop, leaving it with the neighbor, or taking it home and checking later with Chief Fuze, in a non-aggressive manner, of course. You treat the incident the way most of us would treat running out of stationery while writing a letter — annoying, but not worth losing our equlibrium.

What makes you treat the situation as a minor annoyance and not as a major obstacle? First, you are probably more confident and secure than the person who reacts aggressively. Your emotional equilibrium is not so easily threatened as your status and esteem needs are generally satisfied. Secondly, your adjustment to the situation is positive. You think the best before you think the worst. As your expectations are optimistic, you can accept the set-back with good grace and handle the problem in a more rational and successful manner.

## AGGRESSION

We see that aggression may take several forms. If the frustration is produced by a person, the attack may be directed at that person. Aggression may also be turned inward because of lack of self-confidence.

Aggression may be of the non-directed type you often see in children's (and sometimes in adult's) temper tantrums — a wild and angry slashing away at any object within reach. Take the Chief who comes home after a day in which his C.O. disapproved of his work, his division demonstrated a definite coolness to him, and all his efforts to do his job met with failure. He may walk in the house, kick the cat, slam his coat on the floor, and belittle his wife's ability as a cook. He vents his pent-up aggression upon things and people who have nothing to do with his frustration. This sort of displaced aggression is frequent and ineffective. It often has serious social consequences.

The aggression may be misdirected because (a) the person may not be able to diagnose and understand what is frustrating him; (b) the person may know what is frustrating him but also knows that it is unwise to attack the frustrating object or person.

There are many frustrating situations in which we cannot understand what it is that's causing our distress. In time of economic depression, for example, though frustration is wide-spread, we are unable to comprehend the complicated and interlocking economic factors that cause our trouble. Even if we did understand, there would be no way of attacking an economic cycle or over-expansion or excessive inventories. The frustration is real nevertheless, and our tendency to aggression is present and strong. So we often find something or someone to blame. The President is a handy person to blame; Congress, too. During war, when frustrations are plentiful and hard to diagnose, the aggressions of people are turned on all sorts of relatively blameless things and people. The President and Congress are always there as lightning rods to catch our aggressions, and there's the Supreme Court, the Navy, the Army, etc. If we can't put our

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finger on the causes of our troubles, we sometimes pick on something or somebody else.

Sometimes we know what or who is the frustrating agent, but it isn't safe to attack that agent. The man who is berated by his C.O. and made to feel like a failure may get quite emotional, but he will rarely fight back. He is more likely to take it out on some seaman in his division. The child who is unduly frustrated by his parents rarely, after a certain age, has the poor judgment to attack his father. He may attack other kids—preferably ones that are smaller than he, and hence safer. Bullies, both of the child and the adult variety, are very often frustrated people who take out their aggressions on those who are in a poor position to fight back. You have probably seen some people in the Navy who berate their men, work their men unmercifully, not because their men have done anything to deserve it, but because they themselves can't get along with their wives or their C.O.s.

## SCAPEGOATING

Scapegoating is displaced aggression. When frustration is extreme and its source either unknown, unavailable, or unsafe to attack, there is a tendency to pick a "goat" as an outlet for our aggressions. The best goat is (1) convenient (2) safe and (3) in such a social position that we can convince ourselves that aggression is deserved.

If the members of a Navy crew are frustrated, they may pick a certain member of the crew or occasionally a junior officer as the object of their aggression. The officer or man who becomes a scapegoat is usually one who (a) cannot fight back successfully (b) is "different" from his fellows and (c) appears, at least superficially, to deserve ill treatment. Any Navy crew is trained to withstand necessary frustrations. But when the crew is denied too many satisfactions—if liberty is too long restricted, if pride in the unit is impossible, if conditions of work lead to uncertainty and insecurity, and if rewards and punishments are inconsistent—aggressive outbursts can be expected. And conversely, when the crew or any of its members become embroiled in group or private aggression, you can profitably start an immediate search for frustration. The aggressions of a frustrated crew may take the form of surliness in the presence of officers, the choosing of a scapegoat, outbursts of fighting on board or ashore, many arguments, general unwillingness or refusal to work.

Aggressiveness is a wide-spread form of human behavior. Evidence indicates fairly clearly that aggressive behavior happens only as a result of frustration. While frustration may produce other than aggressive behaviors, aggressive behavior—whether in the group or in the person—can always be traced to frustration. This generalization is one of the most helpful that you can learn. It will guide you on numerous occasions in the diagnosis and control of human behavior—your own included.

## APATHY

A person, hemmed in by barriers and confronted with continual failure, may sink into a state of hopelessness and apathy. He gives in, quits trying, convinces himself he doesn't care. This apathetic resignation can often be observed in prisoners of war, the chronic unemployed, the hopelessly crippled, and is not unknown among Navy men. It is an attitude of complete surrender. A person, unable to work out any way of getting along in a bitter and hostile world, draws into himself, becomes passive and gives up. Withdrawal from others or from cooperative, competitive situations is one way to avoid being hurt. The opposite of aggression, this insulation from the problems of life is a frequent reaction to frustration and ordinarily indicates deep hostility and resentment. Instead of turning outward, the person freezes into social inactivity.

## ESCAPE

The person who fails to satisfy his needs may seek escape, either physically or mentally. Some people when caught in a frustrating situation get physically away from their predicament; they go to California, or quit their jobs, or catch a plane for Reno, or go UA. Other people prefer to escape in rich and satisfying daydreams. Small doses of fantasy and daydreaming are probably essential to all of us. We are all counterparts of Walter Mitty, the daydreamer. Fantasy lets us become in our mind's eye the great lover, the All-American, the Navy admiral. This is a simple way of solving all our problems. The question is where to cut it off. Daydreaming is so easy and satisfying it can easily be overdone. The dream world can become confused with the world of reality; our picture of what we wish we were gets confused with our knowledge of what we are. Fantasies become delusions when we believe our daydreams and deny the real world.

## RATIONALIZATION

Rationalization is the technique of justifying behavior that is unacceptable to ourselves and others. An excuse or an alibi appears better than facing reality. For example, we know we should study for the shipboard drill tomorrow, but we take the night off instead. When we flunk the drill, we feel the drill was unfair or the division officer was against us.

Putting our conduct in the best possible light is probably essential to our happiness; therefore, a moderate amount of rationalizing is an acceptable protective device. It becomes unhealthy and disruptive when we have an alibi for everything.

## PARALYSIS

If conflict is severe, the individual may simply freeze. He is unable to do anything. The story is told about the jackass who found himself exactly half way between two piles of hay. Unable to decide which to eat, he starved to death. This sort of "paralysis" does happen in everyday life — though rarely is it connected with the choice between two equally attractive courses of action. It is likely to occur when something is attractive and repulsive at the same time.

Many cases of so-called laziness are probably explainable as paralytic reactions to conflict. The "lazy" enlisted man, if he is studied carefully, often turns out to be the man who is in conflict. He wants to achieve, but the road to achievement looks very tough and thorny. Or he may fervently desire success but at the same time feel that his chances of failure are so great that he is afraid to try. Hard work is good in that it usually leads to success. But it is bad in that it might lead to failure. In such a conflict a man is likely to just sit being miserably unhappy and, to the commonsense observer, "lazy."

This sort of conflict often has a lot to do with personal efficiency. Most men will work as long as work promises to get them somewhere. They will not work when work promises to bring failure, or only small rewards, or downright punishment.

During the war a survey of morale was run on a group of aviation students. In an anonymous interview the tyro flyers were asked this question: "At one time or another in your life you probably had a job at which you worked with great enthusiasm and efficiency, where you felt you were working at your best. If you rate your best work efficiency at 100%, what would you say your present efficiency is?" The trainees appeared to have no difficulty in understanding the question and the interview situation was staged so that honest answers were likely. They put their present efficiency anywhere fron 40% to 100% with average around 65%. This means that the average trainee was performing at what he judged to be 35% below his peak.

There was no doubt that these men were anxious to get their wings, and most of them appeared genuinely to want combat duty — to "get out where men are men." Why, then, were they not working with peak efficiency toward their goals? There were probably several factors. But in accounting for personal inefficiency in seeking a highly desired goal, a likely place to look for reasons is in the promises held out by hard work. Does it promise success and rewards? Or does it promise failure and punishment? In this case, what factors are there driving the trainee away from hard work? Intensive interviewing suggested two related negative factors: (1) the pervasive fear of failure and (2) a fear of unfair evaluation of work.

Failing flight training was a terrible thing to the average cadet. Many flight-failures were practically ready for suicide. And the possibility of failure was kept continually uppermost in the minds of the trainee-pilots. Instead of being a chance to learn, to demonstrate skill, to get on toward the goal, every flight, every hour of ground school, became a fearsome chance to flop, to fail . This pervasive fear of failure was enhanced by the students feeling that success or failure was often an accidental matter. They, rightly or wrongly, had the feeling that all a fellow had to do to wash out was to pick a bad instructor, or to come before a grouchy board or to get caught by a tricky gust of wind and ground-loop just once.

In such a situation, real efficiency is highly unlikely. Every hour of work involves high-level conflict. The man desperately wants to succeed. He desperately fears failure. If, at any moment, the possibility of failure seems equal to or greater than the possibility of success, a man just cannot get whole-heartedly involved in work. Of course, any time he tries to succeed at something he must "take the bad with the good," he must suffer some, he must run some risk of failure. If the suffering and risk seem greater than the rewards of success, however, no effort will be made. If the disagreeable aspects of work are too strong, if it looks to him as if the reward, instead of fitting the effort and performance, is a matter of luck his behavior will be continually jittery, inefficient, and full of conflict.

If the chances of success are reasonably good, if it appears that success is not accidental but fairly and inevitably dependent on high effort and good performance, personal morale will be high and work will be efficient. The hardships of work will be taken in stride.

You can put your men in a similar situation without half trying. It's relatively easy for a CPO to make his men lazy. All you have to do is to bawl out a man who is really trying to do his best or fail to notice good work when your men do it. If you are going to get your men to work, you must fix it so that hard work pays off. And you must arrange things so that doing nothing isn't safer than honest effort.

In many everyday situations,where individuals are caught in a paralytic conflict, the flow of behavior may be only momentarily interrupted. We all have fleeting moments of indecision arising out of small conflicts. We generally have little trouble in "reaching a decision." What happens is that one need becomes stronger than the other and behavior — as always — follows the strongest need.

There are those of course who will continue to say that the conflict-bound individual is just lazy. And they say that so-and-so being lazy, needs nothing so much as a good swift kick in the stern sheets. Such a diagnosis is never adequate and such a treatment, while it may produce activity of some sort, will hardly result in enthusiastic work. Work happens when work promises rewards to the many needs of the worker. Work will not happen if it promises frustration and unpleasantness. Generally speaking, the more rewarding or promising the work, the more enthusiastic the worker. If the rewards outweigh the handicaps, the handicaps will be taken in stride.

# CHAPTER 7

# PHYSICAL SECURITY

This chapter covers the responsibilities of Master at Arms assigned the task of physical security, classifies various hazards to security, details measures that may be taken to enhance security, and in selected areas, sets forth minimum acceptable standards and techniques of establishing and maintaining physical security at shore activities of the Navy.

Nearly every activity requires a guard force of some type and size which serves as the enforcement medium of its physical security program. It is the means by which various elements of the security program are integrated, coordinated, and controlled. Guard forces may be civilian, Marine, or Navy personnel or a combination thereof.

## SECURITY GUARD FORCE

The security force constitutes the most important single element of an activity's physical security program. The security force provides the direction and support required to carry out the security program and therefore must be so organized that it is responsive to the security of the activity.

The security force is concerned with all matters relating to the security of the command which include:

1. Safeguarding materials and/or information against espionage and unauthorized disclosure.
2. Safeguarding the activity against sabotage or any other incident which might jeopardize the normal operation of the command, such as theft, robbery, riot, lawlessness, and demonstrations.
3. Coordinating law enforcement and guard force functions, including those of tenant activities, and working in close conjunction with the activity's fire protection personnel.
4. Evaluating requirements, and making necessary recommendations, to achieve adequate physical protection of the command.
5. Assisting in the development of plans and procedures to be followed in the event of any major catastrophe, such as hurricanes, earthquakes, floods, conflagration, and hostile acts to insure adequate security measures are maintained within the command.
6. Enforcing personnel identification and movement control systems that are required for a particular security area.

## SECURITY FORCE DUTIES

Security force duties vary with the requirements of an installation or facility. Typical duties performed by the guard force are: (1) observing and patroling designated perimeter areas, structures, and activities, (2) apprehending persons or vehicles attempting or gaining unauthorized access to security areas, (3) checking the security status of designated repositories, rooms, and buildings during other that normal working hours, (4) responding to protective alarm signals and other indications of suspicious activity, (5) enforcing systems for personnel, vehicle, and property control, (6) preventing theft, pilferage, riots, espionage, and other criminal acts, and (7) evacuating personnel during emergencies and catastrophies.

## SELECTION OF SECURITY FORCE PERSONNEL

Regardless of the use of structural, mechanical, electronic, and other supplements, the human element in security operations makes the difference between success and failure.

Most of the qualities desired in security personnel are developed through training and become "instinctive" through experience. Every man assigned to security duties must recognize the part he plays in this development; he must have an awareness of his need to acquire this "instinctiveness" and a willingness to learn principles of self-improvement. Many qualities are desirable for security personnel. Those considered essential for key performance of security duty are outlined below.

### Alertness

This quality, more than any other will determine the effectiveness of a person assigned to security force duties; it must be cultivated by all security force personnel. Even though hundreds of contacts are made with individuals who show proof of the right and need to enter a restricted area, for example, one contact could be with a person who should not enter. To be able to detect this one exception the security guard must be constantly alert. He must watch for deviations from the normal, such as a strange car near his post, a person approaching from an area that normally is not used, or nervousness in an approaching individual. Little things that seem to have no significance may add up to something important. Alertness can be achieved only by keen watchfulness and by diligent application to the requirements of the patrol or post. Technological advancements in communication equipment and protective alarm systems enhance the effectiveness of security forces; but nothing can be substituted for the alertness of the security force personnel. Alertness makes the difference between effective security and a lack of security.

### Judgment

Sound judgment is more than the application of common sense; it is the power of arriving at a wise decision. The process involves a mental comparison of an unfamiliar situation with a similar situation of known values and relationships. With careful discrimination during the process of elimination, the formulated decision will be sound. It follows that knowledge precedes judgment, and experience provides knowledge. Both are requisite. Security instructions cannot cover each situation; they can provide only fundamental guidelines, because each situation is unique and requires individual consideration. Each man must develop the ability to observe, compare, and discriminate similarities and differences. However, a word of caution is in order: security personnel should be trained to call security headquarters for instructions when in doubt as to a situation or experience.

### Confidence

This quality is not inborn, it is learned. Confidence is a state of feeling sure, a state of mind free from doubt or misgivings. Confidence includes faith in oneself and in one's abilities, and nothing can bring about self-confidence like job knowledge. Each man must have confidence in himself, his weapons, and his leaders and other members of the security team. Confidence is thus best achieved through thorough and proper training and competent supervision.

### Physical Fitness

Security duty is difficult and demanding. The security of an installation or facility—and even the life of the person assigned to security duties—may depend upon his physical fitness. Training in the techniques of unarmed defense and in physical conditioning is essential for developing this quality.

### Tactfulness

The ability to deal with others without giving offense is a quality desired in security personnel. It is difficult to assume the authority and responsibilities of security duty without consciously or subconsciously displaying a sense of superiority and an overbearing manner. Security personnel must be able to give instructions clearly and concisely, firmly, and authoritatively, but without arrogance.

### Self-Control

Security duty presents situations which require not only sound judgment and tact but also self-control. When an individual is offensive, the security man must be impersonal in his response, or he will likely lose control of his temper and of the situation. The security man, after he has given his instructions, should keep his conversation to a minimum. A person who is trying to "beat the system" will attempt to make the security man angry. A man on the defensive does not have the situation under control. This situation will occur most frequently in the making of apprehensions, issuing of traffic citations, and during civil disturbances.

### Other Requirements

In the selection of personnel for security force assignment, and in their continuing performance, the man's general mental attitude towards the job is most important. Uncompromising interest and loyalty to the job are particularly applicable to security personnel. Supervisors must be alert for any change in this attitude which might adversely affect the performance of security personnel.

Only personnel of known responsibility and trustworthiness should be assigned to security duties. Security clearance criteria for security positions will be based principally on the security classifications of the information to which access will be granted.

### Women

Security positions that are not likely to require the use of physical force may be efficiently filled by women. These include such duties as checking passes at static posts, escorting visitors, and clerical and administrative duties in the security headquarters. During a national emergency, increased demands on the male labor pool by industry and the military may result in a wide use of women. Women are required where search of the person of females is necessary.

## SECURITY FORCE INSTRUCTIONS

Instructions to the security force should be issued in writing. These instructions are normally in the form of general, special, and temporary orders, and should be carefully and clearly worded to include all necessary phases of each assignment. They should be reviewed at least monthly to be certain they are current. Categories of instructions and the scope of each are as follows:

1. General Orders are those which concern the security force as a whole and are applicable at all posts and patrols. They cover such items as wearing of the uniform, reporting for duty, report writing, etc.
2. Special Orders, which pertain to the conduct of a permanent post or patrol, covers such details as post duties; hours manned; arms, ammunition, and other equipment required; and instructions on the use of force in enforcement and apprehension activities.
3. Temporary Orders are issued for a short period to cover a special or temporary situation. If it can be predetermined, such orders indicate the period of time for which they are valid.

A security force manual or handbook covering standing operating procedures, and setting forth policies, organization, authority, functions, and other required operating information, should be prepared and distributed to each member of the security force for required reading. Each man should be held responsible for full knowledge and understanding of its contents. Each installation physical security officer, or chief of guard force should conduct periodic inspections and examinations to determine the individual's degree of understanding of and compliance with all security force instructions.

## GUARD FORCE TRAINING

The extent and type of training required for security forces will vary according to the importance, vulnerability, size, and other factors affecting a particular installation or facility. The objective of the training program is to insure that all personnel are able to perform routine duties competently and to meet emergencies quickly and efficiently.

Efficient and continuing training is the most effective means of obtaining and maintaining maximum proficiency of security force personnel. Regardless of how carefully a supervisor selects personnel for his force, it is seldom they will initially have all the qualifications and experience necessary to do the job well. In addition, new and revised job requirements frequently mean that personnel must be retrained for different jobs and skills. The gulf between ability and job requirement can be bridged by training.

It is also well for supervisors to remember that all personnel do not have the same training needs. It is a waste of valuable time to train an individual in subject matter which he has already mastered, and it is a source of dissatisfaction to the man when he is subjected to instruction which he knows is not appropriate to his skill level. Past experience, training, acquired skills, and duty assignments should be evaluated for each man as an aid in planning an effective training program.

A good training program benefits both the installation and the security force. Some of these benefits include:

1. For supervisors. The task of supervising the security force is made easier. There is much less wasted time. There are fewer mistakes made. The resulting economies of motion or action are of benefit to the installation. There is also less friction with other agencies. A good program also helps to instill confidence, which is most valuable to a security force.
2. For security personnel. Training benefits the personnel to the extent that their skills are increased; it provides increased opportunities for promotion; and it provides for better understanding of their relationship to the command or management.

3. For the security organization. Good training helps to provide for more flexibility and better physical protection. Fewer personnel may be required, and less time may be required for men to learn their duties and requirements. Training also helps to establish systematic and uniform work habits. An effective program will help to create better attitudes and morale.

### Basic Training

Dependent on your experience, you may need special training in physical security, or need only such additional training as is required by the peculiarities of the particular installation.

As a minimum, personnel (including civil service security personnel) who have not had military police training should receive training at their assigned units in their security duties, to include:

1. Care and use of weapons. No man should be placed on security duty unless he has completed at least familiarization firing within the past 12 months with the weapon with which he is armed. Weapons training must also include thorough indoctrination and understanding concerning the use of force by law enforcement and security personnel.

2. Area of responsibility and authority of security personnel, particularly with regard to apprehension, search and seizure, and the use of force.

3. Location and use of first aid and fire control equipment and electrical switches.

4. Duties in event of emergencies, such as alerts, fire, explosion, civil disturbance, etc.

5. Common forms of sabotage and espionage activity.

6. Location of hazardous and vulnerable equipment and materiel.

### In-Service Training

When a new individual is assigned, he must be given instruction in conditions peculiar to his post. Whenever possible, his first assignment should be with an experienced man. Additional in-service training and periodic retraining to review basic material and such other subjects as may be applicable to the specific installation is a continuous requirement for training supervisors.

The scheduling of classes for nonmilitary-type security forces is often difficult. It is often impossible to assemble an entire security force or even a complete shift at any one time to participate. As a result, the supervisor of training must take care to provide an opportunity for each man to receive the training he needs.

### Evaluation of Training

The use of tests or examinations to evaluate performance is a necessary step in the training program. These tests, which may be oral, written, or a performance-type test, should be given at least once a year to determine that high standards of proficiency are achieved and maintained by the entire force.

Security training received by personnel at their units should be entered in unit training charts or records in order to indicate individual degrees of skill, establish priorities of instruction, and present a consolidated picture of the security force training status.

## SECURITY GUARD FORCE SUPERVISOR

A security supervisor has the task of overseeing and directing the work and behavior of other members of the security force. The effective supervisor needs a complete understanding of the principles of leadership and how to apply them so as to obtain maximum performance from members of his force.

The supervisor is called upon to think and act in terms of many different jobs. He is often responsible for the selection, induction, training, productivity, safety, and morale of the members of the force. He must understand these and all other employment aspects of his force.

In order to maintain an alert, presentable, and efficient security force, there must be constant and constructive supervision. Supervisors must be in evidence, and they must conduct themselves as models of neatness, fair play, efficiency, and loyalty. The morale and efficiency of a security force is a direct reflection of the quality of its supervision.

The ratio of supervisory personnel to security personnel should be determined by the individual characteristics of each installation. In small compact installations, the ratio may be higher than at very large installations. In general, there must be sufficient supervision to enable the inspection of each post and patrol twice per shift, plus sufficient backup supervisory personnel to provide for sick and annual leave. It is also essential that supervisors be in contact with security headquarters to control emergencies that may arise. Specific duties of a supervisor include the inspection and briefing of the relief shift prior to its going on duty, and the inspection of posts, vehicles, and equipment during visits to the posts and patrols.

Various means and devices may be successfully utilized as supplements to personal supervision or, in the case of small installations or remote areas, to supplant personal supervision as a means of assuring that necessary areas are patrolled and other functions performed.

Recorded tour systems, under which personnel record their patrols or presence at strategic points throughout an installation by use of portable watch clocks, clocks, central watch clock stations, or other similar devices. These are effective means of insuring that such points are regularly covered, and have application at most installations and facilities. This system provides an "after the fact" type of supervision.

Supervisory tour systems by which a signal is transmitted to a manned central headquarters at the time the tour station is visited. These systems provide instantaneous supervision, plus a means of detecting interferences with normal security activities and initiating an investigation or other appropriate action.

All personnel on security duty should be required to report periodically to headquarters by the usual means of communication. The frequency of such reports will vary, depending on a number of factors including the importance of the installation. Regularity should be avoided, to preclude setting a pattern by which an intruder can gauge an appropriate time for entrance.

### Security Force Problems

Assignment to a unit with physical security functions is not always looked upon with favor by Master-at-Arms personnel, many of whom are more inclined toward serving with a police unit having broad general MA functions or requirements.

The nature of security force operations poses some morale problems that normally do not confront other personnel. The security force is required to be effective at all times, regardless of the weather, the day, and the hour. This necessitates duty hours on weekends, holidays, and night hours usually considered nonduty time. These circumstances produce problems in living for both the individual and his family that tend to lessen enthusiasm for the job. There is a direct relation between quality of performance and morale that forces consideration of these problems. The problem can be minimized by implementation of the following steps:

1. Maintain high standards of discipline.
2. Promote an aggressive security education program to insure that each man clearly understands the importance of his job. Each man must be made to understand the consequence of any breach of protective barriers. Each man should understand that the human element in security operations makes the difference between success and failure.
3. Arrange shifts so that personnel will periodically have a 48-hour period free from shift requirements.
4. Consider shift rotation as one solution to boredom. However, there are advantages and disadvantages which must be considered on the question of rotation of individuals from shift to shift. An advantage of permanent shift assignment is that each shift presents its own problems in security, and if the man is permanently assigned he is able to learn these peculiarities and is able to cope with them more efficiently. Another advantage of regular assignment to the same shift is that the physical welfare of the man requires that he work regular hours and establish regular habits of eating and sleeping. The major disadvantage of being permanently assigned to one shift is that some shifts are considered very undesirable from the standpoint of hours of work, and if assignments are made permanent, the same personnel will be working the same undesirable hours.
5. The transfer of a man from one shift to another could be considered a reward, since the working hours of some shifts are more desirable than others. For better operation, the integrity of the shift should be maintained as a unit. In this way, each man will learn the abilities and limitations of the others, and will be able to function much more efficiently as a member of a coordinated team.
6. Establish good recreational facilities at appropriate locations along with an organized athletic program, as this will help considerably in the development of loyalty, pride, and enthusiasm for the unit or installation.
7. When practicable hot food should be provided to men going on duty and those coming off, as this is a definite morale factor.

In the event that both military and civilian security forces are utilized at an installation or activity, the physical security officer should insure equality of treatment for members of the entire force. Any instructions or corrective action should be passed to appropriate supervisors for dissemination to the security force.

At installations or facilities where security force personnel are posted at exits/entrances or at other internal posts where they control the movement of traffic, they do not merely "stand guard." Such personnel check transportation movement documentation against actual loads on trucks; they check for hidden contraband, pilfered property or goods, authorization for access onto or within the facility/installation, and safety violations; they conduct searches and seizures when authorized, and enforce regulations and assist visitors as appropriate. Men engaged in the performance of worthwhile duties do not become bored. When personnel are required to either stand or walk post merely as guards, especially in an oversea environment, they must be checked frequently for alertness. This requires aggressive and imaginative supervision, vulnerability tests, greater frequency in change of shifts, and even the rotation of personnel from one post to another within shifts as means of combatting boredom created by sedentary or otherwise unchallenging duties.

Continuous endeavors should be made by physical security supervisors to provide the best conditions possible and to maintain an aggressive program to develop a high state of morale and esprit de corps among security force members.

## ARMING OF GUARDS

Armed guards include military and civilian personnel who in the interest of security have been authorized by the commanding officer to carry firearms.

No person may be armed unless he has been qualified in the use of the assigned weapon. Personnel assigned to armed guard duty must requalify at least once during each calendar year.

No security guard will be armed until he has received instructions relating to the use of force in the performance of his duties.

Any guard post or patrol justified solely on the basis of security tasks performed by that post or patrol should be considered sufficiently important to arm the guard.Whether the weapon has a loaded magazine inserted with no round in the chamber (in the case of a revolver five rounds in the cylinder and the hammer closed over the empty chamber) or is unloaded with a loaded magazine in an ammo pouch on the sentry is at the discretion of the commanding officer.

Activities employing armed guards issue written instructions to cover the use of weapons assigned to guards and conditions under which guards may use deadly force against another person.

## USE OF DEADLY FORCE

Deadly force is that force which a person uses with the purpose of causing, or which he knows, or should know, creates a substantial risk of causing death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:

1. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who believe themselves to be in imminent danger of death or serious bodily harm.
2. When deadly force reasonably appears to be necessary to prevent the threatened theft of, damage to, or espionage aimed at property or information specifically designated by competent authority as vital or of substantial importance to national security; or to apprehend or prevent the escape of an individual whose unauthorized presence in the vicinity of property or information vital to the national security reasonably appears to present a threat of theft, sabotage, or espionage. Property shall be specifically designated as vital to the national security only when its loss, damage, or compromise would seriously prejudice national security or jeopordize the fulfillment of an essential national defense mission.
3. When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of property, such as operable weapons or ammunition, which is inherently dangerous to others, i.e., property which , in the hands of an unauthorized individual, presents a substantial potential danger of death or serious bodily harm to others.
4. When deadly force reasonably appears to be necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (such as arson, armed robbery, aggravated assault, rape) against persons.

In order to comply with local law, a commander may impose further restrictions on the use of deadly force if in his judgment such restrictions would not unduly compromise important security interests of the United States.

If it becomes necessary to use your firearm, observe the following precautions, provided it is possible to do so consistent with the prevention of death or serious bodily harm:

1. Give an order to halt before you fire a shot.
2. Do not fire if shots are likely to endanger the safety of innocent bystanders.
3. Aim to disable. If circumstances render it difficult to direct fire with sufficient precision to assure that the person will be disabled rather than killed, however, such circumstances will not preclude the use of a firearm, provided such use is authorized.

No individual will be permitted to perform security duties until he has received instruction on applicable regulations relating to the use of force in the performance of such duties. In addition, instructions will be given periodically to all personnel assigned to these duties to ensure that they continue to be thoroughly familiar with all restrictions on the use of force.

### Responsibilities to Management

The physical security supervisor is responsible to management for the development of a security-minded organization. This program is greatly enhanced by a well-organized security education program.

The role of the physical security supervisor puts him in a position of advising on the formulation of policies for the physical security of an installation. His goals should be the accomplishment of the assigned mission at the lowest possible cost consistent with the commander's policy. Anyone can provide adequate security with unlimited funds; this approach, however, is not realistic. There must be a constant endeavor to effect justifiable economy wherever possible without jeopardizing the physical security program.

## PHYSICAL SECURITY SURVEYS AND INSPECTIONS

To assist the commander in evaluating the adequacy of existing physical security safeguards, the physical security officer will have physical security surveys and inspections conducted by his Masters at Arms, specifically trained civilian employees, or security guard force personnel, or he may request support from higher headquarters when he has no qualified personnel available. The surveys and inspections should develop any necessary recommendations for correcting security hazards or deficiencies. Both surveys and inspections will be performed on a scheduled basis, at least annually.

### SCOPE OF SECURITY SURVEY

A survey includes in its scope an entire installation, with all of the activities and facilities of that installation.

An inspection, or limited survey, is limited to specific individual activities at an installation or facility.

Certain special intelligence activities and crypto facilities are not subject to normal physical security surveys and inspections. There may also be certain tenant activities on an installation which are subject to regulations of their own higher headquarters. These may also be exempt from routine surveys or inspections. The Physical Security Officer should coordinate with the commanders or supervisors of each such facility or activity to determine whether or not they are to be surveyed or inspected.

A survey should include a complete reconnaissance, study, and analysis of installation property and its operations, in order to insure that any physical security hazards or deficiencies are noted. The person conducting the survey must be thoroughly familiar with all physical security protective measures, in order that any recommendations made are appropriate and practicable, and in the interest of economy without sacrificing security. Recommendations should be consistent with existing conditions, such as the environment, mission, resources available to the commander, and the actual need for remedial action.

### PHYSICAL SECURITY SURVEYS

Surveys may be in the form of initial, supplemental, followup, or special surveys.

An initial survey, as the title implies, is the first survey of an installation made by the responsible surveying office.

A supplemental survey is made when there is a change in the organization, mission, or physical aspects which would affect physical security of the installation.

The purpose of the followup survey is to insure that recommendations have been carried out. So that the initial survey record may be kept current and accurate, the same general subjects and specific points of security interest developed in the initial survey should be re-examined in subsequent followup surveys. In many instances, survey personnel will find that recommendations have not been carried out but that work orders have been submitted and/or validated. In such instances, the original deficiency is still reported as a deficiency until it is permanently corrected. A check should be made to determine that such work orders have actually been submitted to the proper action agency, and do not represent simply "paper filing."

Special surveys may be required for a specific purpose such as the occupation of a new area of the installation; the abandonment of an occupied area; proposed construction; disasters which cause extensive damages; and similar situations. The special survey should be limited to the scope necessary to accomplish the specific purpose, or as directed by the commander.

### Survey Personnel

Personnel conducting surveys must be well trained in physical security techniques. They should understand that the security problem is determined by the nature of the operation, activity, or product manufactured or stored; the economic and political situation of the area; the potential danger to security; and the logistic support available. They should clearly understand that installations may vary as to requirements for protective measures. Some installations may require only a single type of protection; in others, specific internal areas may require special protection such as segregation or compartmentalization with the maximum of protection measures.

Arrangements should be made for technical and administrative personnel to accompany the survey team where necessary to render assistance.

### Preparatory Steps

Before conducting a physical security survey, several preliminary steps should be taken to provide an adequate and practical estimate of the security situation.

Make a preliminary contact with appropriate personnel to arrange time and other details.

Check previous surveys, if any are available, for background information and action taken on noted deficiencies.

Determine reasons for the survey, and the type required.

Team personnel should be familiar with the mission of the installation or intended use of the area, or any changes in the mission or use since previous surveys were made.

Obtain installation floor and ground plans from the engineer office. Check them especially for utility openings, false ceilings, and similar areas where entry to buildings could be made.

Review installation regulations and operating procedures.

Prepare a checklist for use as a guide in making the survey.

The person in charge of the team should report to the commander of the installation and seek his assistance and cooperation. It is important at this stage for inspecting personnel to make a favorable impression through their conduct and attitude in order to inspire confidence and cooperation. They should maintain high standards including proper dress, and avoid use of terminology that is unfamiliar to the commander or person in charge of the activity being surveyed. Discuss with the commander the mission of the activity, past incidents, if any, previous surveys, and any recent changes in personnel, mission, or additional buildings or areas planned.

### Making the Survey

A physical security survey is made to verify current data and to obtain new facts. It should be conducted not only when the installation is in operation, but also at other times, including hours of darkness. It should provide data for for a true evaluation of existing hazards and the effectiveness of current protective measures.

The use of a survey team permits specialization by the members and develops expertness in inspecting the various aspects of physical security. For example, one member may examine the employment and training of the security guard force while another surveys perimeter barriers and the protective lighting system. Any division of duties that is expedient at a particular installation may be made.

Security standards as developed in this chapter and appropriate security regulations should be used as a guide in evaluating a physical security program. After considering the prescribed minimum standards of security and the facts brought out by the physical security survey, a careful balance must be sought between what exists, what is desired, and what may be necessary under conditions of national emergency.

Deficiencies affecting the entire installation which may be identified through physical security surveys include the following:

1. Indications that perimeter security is inadequate, e.g., fences or lights needed.
2. Evidence that any part of the installation is being used for unlawful or unauthorized practices.
3. Disclosure that control and check of persons entering or leaving the installation are inadequate.

Surveys of individual facilities should include, but are not limited to, inquiry into:

1. Procedures for indoctrinating personnel in the use of internal control procedures, and their awareness of the necessity for vigilance to prevent loss of money and property.
2. Receiving, stock control, and storage procedures.
3. Procedures used for receiving, holding, and banking money.
4. Structural characteristics of buildings housing the facility.
5. Adequacy of security guard personnel and effectiveness and enforcement of their orders.
6. Procedures for storing and accounting for narcotics and sensitive medications.

Units on an installation may also be surveyed. Such surveys may include, but are not limited to, inquiry into:

1. Supply and storage room security and procedures. Special attention should be given to security of arms and ammunition.
2. Unit interior guard, including adequacy and application of guard orders.
3. Safeguarding nonappropriated fund money and property.

Surveys of units and facilities may be expected to develop information relative to weaknesses in the security of their buildings, with respect to:

1. Locking devices and key control.
2. Pass system, if appropriate.
3. Adequacy of bars and/or protective screening over windows, skylights, and similar openings.
4. The potential of unlawful entry through attics, boiler rooms, basements, air vents, and crawl spaces under buildings.
5. The need for or adequacy of existing intrusion detection systems.
6. Improper storage.
7. Lack or inadequacy of inventories and audits.
8. Lack of supervision or control in the unit or activity.
9. Indications of changes or alterations in records.
10. Excessive amounts of items on hand and their accessibility to unauthorized persons.
11. Refusal or failure to spot check employee work habits; the lack of internal control measures to assure honesty or to detect dishonesty, because of a mistaken belief that to do so would be poor leadership by casting suspicion upon the honesty of assigned personnel.

## SURVEY EVALUATION

An evaluation of physical security should take into consideration availability of materials and personnel, and evaluators should not lose sight of the mission of the installation. There will rarely be as much money, equipment, and manpower for security as is desired. When this fact is understood, the challenge for making the best of what is available must be accepted. Based on the mission and potential security threat, a determination must be made regarding what degree of security is reasonable and necessary. The survey will indicate under two categories the elements required for the accomplishment of the installation's mission:

Category I : Those elements that are considered indispensable to the mission and should receive priority for allocation of resources.

Category II : Those elements that contribute directly but are not indispensable to the mission and should be given second priority.

On the basis of evaluation of all elements and facilities, a security priority list should be developed. Following a listing of those in categories I and II, others may be added in their respective orders of criticality and vulnerability.

The evaluation should also indicate any areas of excessive security, or over-protection. There may be found, for example, guard posts established when there was a need which no longer exists. There may be protective lighting no longer required, due to changes in a specific area. Any such situations should be examined closely, and appropriate recommendations made with a view of savings in manpower, materials, equipment, or funds which may be utilized to better advantage elsewhere.

### Exit Conference

Upon completion of each physical security survey, and prior to departure from the installation, surveying personnel should request a meeting with the commanding officer or his representative and such staff officers as he may designate. The purpose of such meeting, or exit conference, will be to discuss the observations or findings of the surveying personnel and their recommendations for remedial action. Frequently, what looks like a deficiency to surveying personnel is not a deficiency but a measure peculiar to that installation and can be explained orally rather than through lengthy reports. It may be a situation, procedure, or other condition which is either permitted or required by command regulations. During such conferences, surveying personnel should present their findings in an orderly manner, and should be especially careful to discuss all security deficiencies observed during the survey.

## SURVEY REPORT

The checklists contained in appendix II of the U.S. Navy Physical Security Manual, OPNAVINST 5510.45, are intended for use only as guides for physical security inspection personnel. Their most important function is to act as reminders to inspection personnel as to what to look for in each of the situations they include.

These checklists must not be viewed as entirely complete or as all-encompassing. In individual situations, there will be items of physical security interest and importance which are not included on any of the checklists. Inspection personnel must be alert for such items, and not be content merely to check off the items on the checklist.

There will also be certain facilities of installations to which none of the checklists specifically applies. In such cases, the inspection personnel should formulate their own checklists, utilizing any of the items on the suggested lists for basic guidance and adding items peculiar to the particular facility or installation.

No specific sources of reference are provided for individual items on the checklists. Specific references might rapidly become outdated because regulatory manuals and other publications are periodically revised and reissued. Further, many such references are supplemented by command publications which impose changed or additional requirements and can, where necessary, cite the sources applicable to each item. These sources may, if desired, be adapted to locally produced checklists for convenience and ready reference.

These checklists may also, if locally desired, be adapted to the style of a locally produced form, with appropriate heading and general information spaces and columnar headings with boxes for "yes," "no," and similar checks.

A recommendations section of the report should contain recommendations as to any corrective action which should be taken, based upon an analysis of all the facts in the situation in relation to other inherent factors, such as cost and feasibility, degree of security desired, and estimation of risk. In addition, recommendations which would necessitate extensive action involving the responsibilities of another staff agency should be discussed with the appropriate representative of such agency. For instance, when it has been determined that effective control of property or personnel can be enhanced by erecting a perimeter barrier in a certain area, the engineer officer should be consulted to determine the feasibility of such action from an engineering and cost viewpoint. There should be at least one recommendation for each deficiency noted in the synopsis. Recommendations may be placed under three possible headings; these may be changed or deleted as they apply to a particular situation.

1. Security personnel — recommendations affecting security guard utilization or employment.
2. Administrative or operational measures — recommendations for administration or operational procedural changes.
3. Physical security measures — recommendations regarding physical security factors, fences, lights, alarms, etc.

Survey personnel should procure and attach as exhibits to survey reports such of the following as are required for reader understanding of listed deficiencies and recommendations:

1. A copy of the installation physical security plan.

2. Documentary material in the form of current SOP, regulations, forms, maps, etc., which are pertinent to, and corroborative of, the facts and findings contained in the body of the report.

3. Samples of personnel, visitor, and/or vehicular identification media.

4. Photographs and sketches, which should be meaningful. If the deficiency cannot be explained adequately in the narrative portion of the report, use a photograph or sketch marked with the deficiency on it so it can be readily identified by the reader of the report. The report should not be cluttered up with meaningless photographs and sketches.

5. Such additional evidentiary material as is deemed essential to support the points made in the report.

Exhibits will be identified alphabetically and attached to the report in the order in which they are referred to in the narrative. An index of exhibits will be attached on a separate sheet of paper immediately following the body of the report. Exhibits submitted with the initial survey report need not be resubmitted unless there have been changes and then, if practicable, only the changes need be submitted as exhibits.

## PHYSICAL SECURITY INSPECTIONS

Physical security inspections are made of specific activities at each installation or facility which are either mission essential or particularly vulnerable to any form of criminal activity. Such specific activities must be identified by the physical security officer.

Inspections do not replace surveys; they supplement surveys by providing a more detailed and closer examination of specific activities; and provide significant data as a supplement to the surveys. Identified activities will be inspected at least once annually, prior to completion of the annual physical security survey. Additional inspections should be made when there is any change in the physical security aspects of the activity or any indication or reported incident of criminal activity.

Personnel assigned to physical inspection duties will, in most instances, be the same personnel assigned to survey duties. If additional personnel are available for assignment only to inspections, they must have the equivalent training of survey personnel.

In general, the procedures discussed for physical security surveys will be applicable to the conduct of inspections. The inspection checklists will serve as guides to inspectors.

Distribution of reports will be made as required by the commander or as directed by higher authority.

## INTRUSION DETECTION ALARMS

Intrusion detection alarm systems are physical safeguards used to assist security forces in performing their duties. They may be installed either outdoors or indoors. These alarm systems are designed to alert security personnel to intrusion or attempted intrusion into an area or to tampering by an individual attempting to circumvent the intrusion detection system. The use of such mechanical and electronic warning systems has proven beneficial in many situations; however, individuals responsible for physical security planning must be aware of the advantages and limitations of these devices so that they can be incorporated effectively into the security plan.

There are a variety of commercially manufactured devices available which are designed to detect approach or intrusion. All have weak points by which their functioning can be minimized or possibly completely interrupted. It is important for planners to remember that any warning system is valueless unless it is supported by prompt security force action in the event of actuation of the alarm.

Protective alarm systems are utilized to accomplish one or more of the following purposes:

1. Economize — permit more economical and efficient use of manpower by substitution of mobile responding guard units for larger numbers of patrols and fixed guard posts.

2. Substitute — substitute for other physical security measures which cannot be used because of safety regulations, operational requirements, appearance, layout, cost, or other reasons.

3. Supplement — provide additional controls at critical points or areas.

Each type of intrusion detection system is intended to meet a specific type of problem. Factors to be considered in selection of the appropriate system include but are not limited to:

1. Response time capability of security personnel.

2. Intruder time requirement.

3. Area environment, to include building construction, sound levels inside and outside, climate, etc.
4. Radio and electrical interference.
5. Operational hours of the installation or facility.

A consideration of these factors readily indicates the advisability of obtaining engineering studies to assist in making a wise selection. Often more than one system is necessary to give adequate protection for an area or structure. Most manufacturers of detection systems are anxious to assist security officers in their planning and to render advice as to selection, cost, and maintenance of their systems.

## ALARM SYSTEMS

Alarm and communications systems are closely allied in any comprehensive protection system. Telephone and radio communications are so common in everyday usage that their adaptation to a protective system poses few new problems. An alarm system is simply a manual or automatic means of communicating a warning of potential or present danger. Types of alarm systems include local, auxiliary, central station, and proprietary.

A local alarm system is one in which the protective circuits or devices actuate a visual or audible signal located in the immediate vicinity of the object of protection. Response is by local security or other personnel within sight or hearing. The light or sound device should be displayed on the exterior of the building. It should be fully protected against weather or willful tampering, connected to the control element by a tamperproof cable, and be visible or audible for a distance of at least 400 feet. This system can be used in conjunction with a proprietary system.

An auxiliary system is one in which the installation-owned system is a direct extension of the civil police and/or fire alarm systems. This is the least effective system and because of dual responsibility for maintenance is not favorably considered by many protective organizations.

A commercial agency may contract to provide electric protective services to its clients by use of a central station system. The agency designs, installs, maintains, and operates underwriter-approved systems to safeguard against fire, theft, and intrusion, and monitors industrial processes. Alarms are transmitted to a central station outside the installation from which appropriate action is taken such as notifying local police or fire departments. Most agencies also have their own private police who are dispatched to the scene upon receipt of an alarm. Local audible signals can also be provided to alert occupants of the installation.

A proprietary system is similar to the central station system except that it is owned by, and located on, the installation. Control and receiving equipment is located in the installation security or fire department headquarters. Response to an alarm is by the installation's own security or firefighting personnel. In addition, this type of system may be connected with the civil police and with a commercial central station.

Intrusion detection alarm systems should be inherently stable, durable, reliable, and maintainable. These devices are designed to detect, not prevent, and should be used as an adjunct to, not a substitute for, the security force.

## PRINCIPLES OF OPERATION OF ALARM SYSTEMS

Dependent on effectiveness, reliability, cost and maintenance required, intrusion detection devices have had varying degrees of acceptability. No one system is suitable or adaptable to every location and environment. The situations and conditions at the particular site to be protected determine which devices or systems are efficient and practicable.

Some of the basic principles upon which these devices operate are:

1. Breaking of an electric circuit.
2. Interruption of a light beam.
3. Detection of sound.
4. Detection of vibration.
5. Detection of motion.
6. Detection of capacitance change due to penetration in an electronic field.

### Breaking of an Electric Circuit

Possible points of entry into buildings or enclosures can be wired by using electrically charged strips of tinfoil or wire. An action which breaks the foil or wire interrupts the circuit and actuates an alarm. Foil stripping is frequently used on windowpanes. Doors and windows may be equipped with magnetic or spring activated contacts which sound an alarm when the door or window is opened. Protective wiring running through concealed wooden dowels may be used on walls and ceilings.

Advantages: Consistently provides the most trouble-free service; causes few, if any, nuisance alarms. Adequate in low-risk applications.

Disadvantages:

1. Costly to install for many entry points.
2. Lowest grade of recognized protection.
3. Easily compromised; unprotected soft walls or ceilings may be penetrated without disturbing the alarm system; it may also be defeated by bridging the circuits.
4. Usually of lesser quality because of highly competitive price markets and lack of standards required.
5. Has little salvage value — not recoverable.
6. Will not detect "stay-behinds."

### Interruption of a Light Beam

The photoelectric (electric eye) type of intrusion detection derives its name from the use of a light sensitive cell and a projected light source. A light beam is transmitted at a frequency of several hundred vibrations per second. An infrared filter over the light source makes the beam invisible to intruders. A light beam with a different frequency (such as a flashlight) cannot be substituted for this beam. The beam is projected from a hidden source and may be crisscrossed in a protected area by means of hidden mirrors(fig. 7-1) until it contacts a light sensitive cell. This device is connected by wires to a control station. When an intruder crosses the beam, he breaks contact with the photoelectric cell, which activates an alarm. A projected beam of invisible light can be effective for approximately 500 feet indoors and will cover an area up to 1000 feet outdoors. The effectiveness of the beam is decreased approximately 30 percent for each mirror used.

Advantages:

1. When properly employed, affords effective, reliable notice of intrusion.
2. Useful in open portals or driveways where obstructions cannot be used.
3. Detects the "stay-behind."
4. Has a high salvage value; almost all equipment is recoverable.
5. May be used to actuate other security devices, such as cameras.

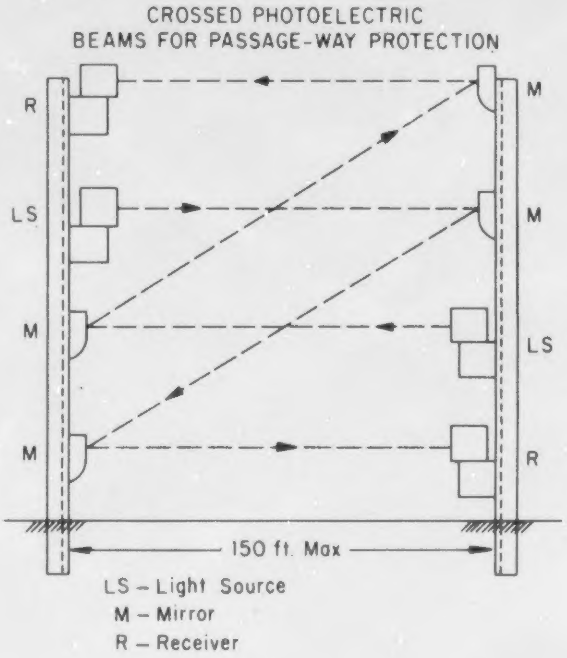

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Figure 7-1.— Photoelectric intrusion detection device.

6. May detect fires through smoke interruption of the beam.

Disadvantages:

1. Employment is limited to those locations where it is not possible to bypass the beam by crawling under or climbing over it.
2. Requires some type of permanent installation.
3. Fog, smoke, dust, and rain in sufficient density will cause interruption of the light beam.
4. Requires frequent inspections of light producing components to detect deterioration.
5. Requires keeping the ground beneath the light beam free of tall grass and weeds and drifting snow and sand.
6. Requires auxiliary power.
7. Subject to equipment failure.

### Detection of Sound or Vibration

Sound or vibration types of protective devices can be effectively utilized to safeguard enclosed areas, vaults, safe deposit storage bins, warehouses, and similar enclosures. Supersensitive microphones are installed in the area on the walls, ceilings, and floors. These detect sound or vibrations of sound caused by attempts to force entry into the protected area.

Advantages: Economical and easily installed. After an alarm is received, the amplifier may be adjusted to monitor sounds emanating from the protected area.

Disadvantages: Can be used only in vault type installations or other enclosed areas where a minimum of extraneous sound exists; not satisfactory where high noise levels are encountered, especially in proximity to heavy construction, aircraft traffic, and automotive traffic. Cannot be used effectively outdoors.

### Detection of Motion

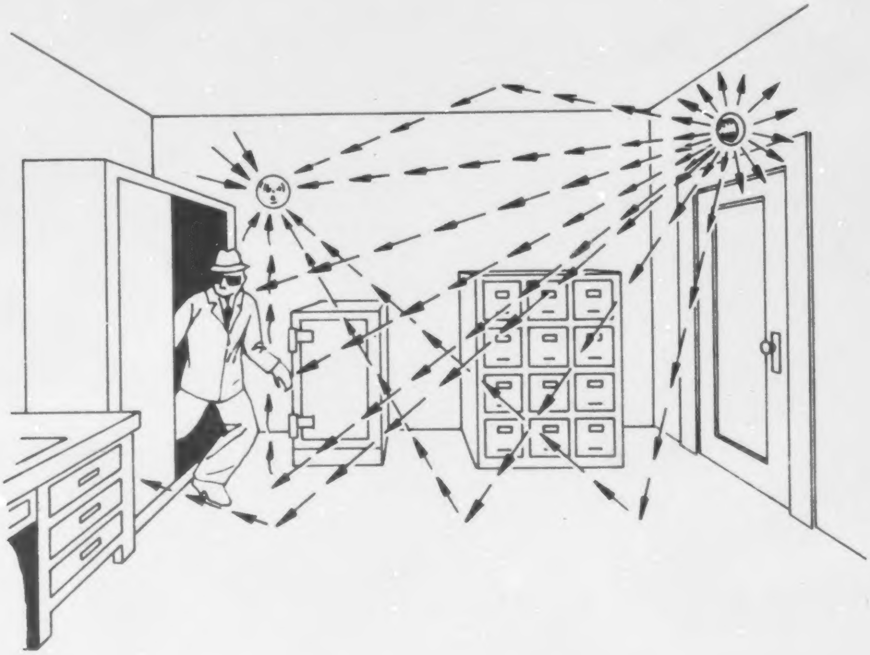
The ultrasonic or microwave type of detection device is useful in building type enclosures. It utilizes ultrasonic waves or microwaves. The sound waves saturate the entire enclosure from floor to ceiling (fig. 7-2). The transmitter is a small metal case mounted on a wall or ceiling. Its receiver is mounted similarly and it "listens" continuously to the sound being broadcast by the transmitter. It "hears" not only what is coming directly from the transmitter, but also the "echoes" that bounce from walls, furniture, and other objects in the area. When motion disturbs the sound pattern, the resulting change in ultrasonic or microwave frequency activates a triggering device that signals the control station. Enclosures having a floor area of as much as 4,000 square feet can be covered by a single transmitter and receiver unit. Additional transmitter and receiver units may be added.

Advantages:

1. Requires minimum installation time.
2. Low routine maintenance cost.
3. If security interest terminates, complete recovery of equipment is possible.

Disadvantages:

1. Sensitivity controls must be carefully adjusted and frequently checked.



193.80

Figure 7-2. Ultrasonic or Microwave detection device.

2. Nuisance alarms may lead security personnel to reduce the system's sensitivity.

3. At low sensitivity, it is sometimes possible to enter a protected area without activating the alarm, by staying beneath the level of tables or desks and by moving so slowly that the ultrasonic vibrations are not shifted.

4. May not be adaptable for use in areas where quantites of absorbent materials are stored since they absorb sound waves.

### Capacitance Change Due to Penetration of an Electronic Field

The electromagnetic or capacitance type device can be installed on a fence, a safe, or in a building. It emits radio waves to establish an electronic field around the object to be protected. This field is "tuned" by a balance between the electric capacitance and the electric inductance. The body capacitance of any intruder who enters the field of radio waves unbalances the electromagnetic energy of the field. This unbalancing activates the alarm. Electromagnetic systems appear to offer the greatest potential for the development of truly satisfactory alarm devices.

Advantages:

1. Extremely flexible type of system; it may be used to protect safes, file cabinets, windows, doors, partitions; in fact, any unguarded metallic object within maximum tuning range may be protected.
2. Simple to install and operate.
3. Fully transistorized types require no AC power.
4. Provides an invisible protective field, making it difficult for intruder to determine when system has been set off.
5. High salvage value — may be easily dismantled and reinstalled.
6. Compact equipment size
7. High grade of protection.

Disadvantages:

1. Can be applied only to ungrounded equipment.
2. "Housekeeping" of protected area or object must be carefully watched.
3. Accidental alarms can occur if protected area or object is carelessly approached, e.g., by porters or cleaners at night.

## WIRING, INSPECTION, AND TESTING ALARM SYSTEMS

Whenever practicable, the wiring of protective alarm and communication systems should be on separate poles or in separate conduits from the installation communication and lighting systems. Tamper-resistant wire and cable, with sheath of foil that transmits a signal when penetrated or cut, will provide added protection.

All alarm and communication circuits should be tested at least once during each tour of duty, preferably when the new shift comes on duty. At small installations that do not employ guards, a test should be made immediately before closing for the night. Some commercially manufactured systems have self-testing features which should be checked periodically by the security patrol or operating force. All equipment must be inspected periodically by technical maintenance personnel, who will repair or replace worn or failing parts.

### Physical Security for Money Handling Facilities

Special considerations should be provided for when planning security measures for money-handling facilities, such as post offices, finance offices, exchanges, on-base banks , clubs and messes, and others.

The physical security plans for such activities should be integrated with normal Master at Arms activities. Measures that should be included are:

1. Physical security inspections conducted for the purpose of detecting any weakness in the physical security of the activity, with specific recommendations for its correction.
2. Crime prevention surveys conducted for the purpose of determining what measures can be taken to minimize the opportunities for criminal activities in an area where the money-handling facility is located.
3. Mechanical systems, to include intrusion detection alarms, connecting money-handling activities to the Master at Arms station; these are essential to insure a rapid response to a breach of security.
4. Physical security checks on a frequent, but irregular basis by patrols during both operational and nonoperational hours.
5. Walking military or civilian security patrols.

6. Master at Arms emergency response plan, coordinated with the using agencies' emergency plan. Such plans should be tested periodically to insure that all personnel are properly trained in response procedures.

7. A money repository, where money-handling activities (except banks) may secure cash during nonoperational hours, when cash on hand at the end of an operational day is considerably more than is required for normal operations, and when bank facilities are not available. Such a repository can be made available at a Master-at-Arms station under direct and constant observation of the station personnel. When such a repository is made available, the keys or combination to the individual portions of the repository should remain with the using agencies only. Masters at Arms provide security, not accountability, for the contents therein. Current identification and repository entrance authorization lists must be made available by the responsible officer in charge of the using agency. An example of a successful depository operation was initiated with obtaining eight four-drawer file cabinets from salvage. Public works installed metal plates between each of the drawers and a separate hasp for each drawer. Thus, there is no common access. The cabinets are placed in a separated portion of a detention cell; the cell is locked, with a key in the possession of the chief of the watch. Access authorization is checked by a card file kept at the desk, which shows the personal data, a photo, and the signature of each authorized entrant. A record is kept of each entry, with a note as to whether the purpose was to deposit or withdraw, and the record is signed by the authorized entrant on each of his visits.

Physical security inspections must be periodically reexamined and additional measures adopted, if required, to insure that the physical security plan fulfills the current requirements.

## Safeguarding of Classified Documents and Material

Documents and material containing or revealing classified information must be continuously protected during their actual use, and classified information must not be discussed or revealed orally in the presence or hearing of unauthorized persons, including those who have access authorization but no requirement to know the information. Classified information must not be revealed over the telephone. Special precautions are required at conferences and meetings, and care must be exercised in using classified information in one's own office when visitors are present.

Limit the use of classified material to locations where adequate facilities are available for its storage or protection. Classified material not in use by, or under the direct observation of, an authorized person, must be guarded or stored in a locked container. Detailed security standards are prescribed for each category of classified material, and apply to various types of storage facilities, including security filing cabinets, safes, alarmed areas, vaults, and secure rooms.

When classified material is being transported from one point to another, it is subject to greater security hazards than when it is being used in a government office or stored in a security filing container. Therefore, special precautions are needed, and special procedures must be used to prepare and to transmit each category of classified material.

Top Secret material may be transmitted by designated officials, by courier, or by diplomatic pouch. Secret material may be transmitted by similar means, by registered mail, or by some types of protective commercial transportation services. Confidential material may be transmitted by the means authorized for Top Secret or Secret, by certified mail (in the U.S.), or by a variety of commercial transportation services. In addition, any category of classified information may be transmitted by electrical means in encrypted form.

To assure the protection of classified information and to limit its dissemination, documents and other material containing or revealing classified information are subject to control and accountability. In general, these rules are as follows.

The transmission, custody, and accountability of Top Secret material are accomplished through Top Secret Control Office channels; hand-to-hand receipting is required; and a Top Secret register is maintained which records accurately each Top Secret document or article of material, showing the location or individual, by name and office, having possession of a Top Secret item at any given time.

Secret material is receipted for between offices and units, and controlled by an accountability record which records the location and office having possession of each Secret item at any given time.

Certain types of Confidential material are handled as prescribed for Secret material, but must Confidential material is controlled by maintaining, in the record file, a record of the reproduction and distribution of Confidential items.

The preparation, production, and reproduction of classified material must be restricted. Classified information may be reproduced only with authority.

Top Secret material must not be prepared, produced, copied, or reproduced unless absolutely necessary, and then only in the minimum amounts needed. Each item, copy, or reproduction of Top Secret material must be recorded promptly with the appropriate TSCO.

Secret and Confidential documents and material initially prepared, produced, or reproduced must also be kept to a minimum to decrease the risk of compromise and to reduce expense in protecting such material. In addition, the production or reproduction of any Secret material and some types of Confidential material must be entered promptly in accountability records.

The destruction process contributes many security hazards. Although the material contains classified information that still needs protection, there is a tendency to relax security once material has been marked for destruction. The process of destruction requires close supervision and careful compliance with prescribed procedures. The basic requirement is that classified information be protected until it is actually destroyed, and that destruction be sufficient to preclude recognition or reconstruction of the information.

### Suspected Compromise and/or Compromise of Classified Material

Official information is assigned a classification because its unauthorized acquisition or disclosure could be damaging to the national defense. Therefore, when classified information is compromised or suspected of compromise, action must be taken to minimize the damaging effect on the national defense, and to prevent repetitions of the security failure. When classified information is lost, disclosed to unauthorized persons, or otherwise suspected of compromise, the person who discovers the fact must promptly notify his supervisor or the commander responsible for the security of the classified material in question. Upon receiving such notification, the responsible official must initiate action to protect the plans, operations, or projects affected by making such modifications as may be possible; initiate an inquiry to determine if a loss, suspected compromise, or compromise actually occurred; and if so, to conduct an investigation to ascertain the cause so that corrective and preventive action can be taken.

## PERSONNEL AND VEHICLE MOVEMENT CONTROL

At naval installations and activities a system of personnel and vehicle identification and movement control is required as a basic security measure. Identification provides a means for visually establishing authorization for the movement and actions within the boundaries of a naval shore activity. Control over movement is monitored by guards and operating personnel by requiring the display or presentation of identification as required for the particular area, structure, or space concerned.

Arrangements governing identification and movement must be in keeping with the sensitivity, classification, value, or operational importance of the area and facilities or material located therein. Procedures must be simple so as not to hamper normal operations.

The purpose of establishing a personnel and vehicle control system is to provide a visible means to identify authorization for access to an area. It facilitates control of entry and exit of personnel and vehicles and provides a control of the number of personnel and vehicles that are authorized to have access.

### Control Systems

Perimeter barriers, intrusion detection devices and protective lighting provide physical security safeguards; however, they alone are not enough. A positive personnel identification and control system must be established and maintained in order to achieve required compartmentalization, preclude unauthorized entry, and facilitate authorized entry at personnel control points. Access lists, personal recognition, security identification cards and badges, badge exchange procedures, and personnel escorts are elements which contribute to the effectiveness of identification and control systems. The best control is provided when systems incorporate all these elements. Simple, understandable, and workable identification and control measures and procedures should be utilized to achieve security objectives without impeding efficient operations. Properly organized and administered, a personnel and movement control system provides a means not only of positively identifying those who have the right and need to enter or leave an area, but also of detecting unauthorized personnel who attempt to gain entry.

Additional purposes of control are to prevent the introduction of harmful devices, material, or components; and the misappropriation, pilferage, or compromise of materiel or recorded information, by means of package, material, and property movement control.

### Methods of Control

The following systems may be used separately or in conjunction to provide the degree of security required for the particular security area.

Military and dependent identification cards may be used as a means of identification of personnel authorized access to areas which do not have security implications. This system provides the least secure means of determining authorization for access.

Personal recognition system is the most positive method of personnel identification, and as such should be utilized wherever this method is feasible.

The pass and badge system provides a means of positively identifying all personnel who are authorized access to an area. This system assists in the control of the entry and departure of personnel to and from these areas and provides a strict control and identification system within the area.

Where an access list system is employed, admission of personnel to security areas is granted only to those persons who are positively identified and whose names appear on the properly authenticated access list. The lists are maintained at access control points, kept current, and are accounted for by an individual designated by the commanding officer. Admission of persons other than those on the authorized access list is subject to specific approval by the commanding officer or his designated representative. Such persons are escorted or supervised at all times while in restricted areas. Access lists, though not classified, are handled with the same degree of security required for the area to which they grant access.

At a restricted installation or facility, or at a restricted area within an unrestricted installation or facility, a person whose name is not on the access list is escorted from the entrance to his destination. Whether or not the escort remains with such visitor during the time he is within the restricted area is determined by local regulations. Personnel listed on the access list may be admitted to restricted areas without escort, depending upon local policy. Escort personnel may be MAs or civilian guards or representatives of the person visited. Careful selection of escort personnel is desired to insure their ability to accomplish the required escort tasks properly and effectively.

### Personnel Control

In establishing procedures for the positive identification and control of personnel entering or departing security areas the following should be considered.

### Regular Activity Personnel.

1. Provide a method of establishing the authority for entry.
2. Provide a method of establishing identity of personnel requesting entry.
3. Have available and use registration forms and records to provide a permanent log of identity, and times of entry and departure.
4. Provide a method to insure positive knowledge of personnel remaining in or entering the security area after normal working hours to include the reason for such action. Permission for remaining in or entry after normal working hours should be authorized by officially designated personnel of the activity.
5. Provide a method to deny access to areas or information not authorized.
6. Provide a method to recover badges or passes when no longer valid.

### Visitors

Visitors include all personnel who require infrequent access to security areas or to whom a permanent identification pass or badge for such areas has not been issued. The following should be considered when establishing controls for visitors.

1. Use of a visitors pass.
2. Providing an escort.
3. Record of area or person visited an authority for entry.
4. Twenty-four hour advance approval for visit whenever possible.

### Contractor Employees

Contractor's employees performing work in a security area shall be provided with and be required to wear distinctive badges. It is advisable to make at least a local background check on construction personnel. In a construction project that will involve a considerable number of men over a long period of time, it is advisable to fence off the construction area from the rest of the security area. Where the contract work is small and for comparatively short periods of time, guard surveillance may be more economical.

### Utility and Maintenance Personnel

Personnel performing work at regular or irregular intervals and for a short working period within a security area are handled by the same procedure adopted for control of visitors.

Personnel performing service within a security area on a full-time basis are handled by the same procedure adopted for regular activity personnel.

### Vehicle Control

Related directly to identification and control of personnel is the identification and control of privately owned vehicles within activities. The authority to determine the type of identification system used for POV's normally is vested in the local installation commanding officer. Instructions established should conform with applicable laws of the state or country in which the installation is located. Whatever the vehicle identification method used, it serves only as a rapid means of identifying the vehicle itself as having authority for operating and parking on the installation, and shall not be utilized or construed as a means of identifying the driver or any occupant.

Identification required of persons traveling in motor vehicles are the same as required of a pedestrian entering or leaving or leaving an activity.

Vehicle registration utilizes a decal or sticker that is clearly visible, economical, ordinarily not subject to theft, and is the most satisfactory method of identification for vechicles making daily or frequent visits to the installation. It is preferable that an inexpensive decal or sticker be used in conjunction with [illegible] small strip decal or sticker on which can [illegible] shown the expiration date or the period of the vehicle's eligibility to enter the activity.

Prerequisites for registration normally include the following:

1. Evidence of ownership and a state certificate of registration.
2. Valid operator's license or permit issued by the state in which the vehicle is registered.
3. Motor vehicle liability insurance.
4. Vehicle inspection (where deemed necessary by the commander).
5. Issuance of a decal or sticker.

The Non-Government vehicle registration form, OPNAV 5560/1, serves as an application for a vehicle identification sticker, including appropriate certifications, and is suitable for recording the history of subsequent authorizations and reviews. Use of the form is not required wherever a locally designed system, such as a mechanical one, represents a management improvement. Registration records for all personnel are maintained for 90 days after their permanent detachment date or the termination date of the registration.

Every effort will be made to avoid having registrations for military personnel expire while they are at sea for extended periods. Should this occur, the wife, husband, a parent, an adult dependent , or an appropriate officer in the command to which the principle is attached, may be authorized to act for the principal in registration and re-registration matters.

The car sticker is attached to the (driver's) left front bumper of an automobile, or other appropriate place where it may be seen, provided that such placement is not prohibited by locally applicable laws or ordinances.

Registration stickers issued to active duty military personnel remain current for the duration of their tour of duty, or for the duration of their current enlistment, whichever is earlier, plus 90 days. Personnel normally register privately owned vehicles within 90 days after arrival at a new permanent duty station. Registration stickers issued to retirees and civilian employees are effective for a period of 3 years, except that, in the interest of spreading renewal workload evenly, initial authorizations may be for varying periods of 1 to 3 years. Authorizations to all other persons will be effective, if needed, for a period of 1 year. In all cases, automatic expiration is as of midnight of the last day of the month indicated by the ancillary stickers.

All registration stickers remain the property of the Department of the Navy. They must be removed, destroyed, or defaced, and surrendered, or certification thereof made, to appropriate authority upon the specified expiration date or earlier termination of authorization. Despite any previously authorized expiration date, an authorization automatically expires upon discharge or release from active duty from the military service, or 90 days after reporting to a new permanent duty station or area, or upon sale, transfer of title, or other disposal of the vehicle.

Registration decals are for official use of the designated holder. Unauthorized use or possession is unlawful and will make the offender subject to penalty under the provisions of Title 18 U.S. Code 499, 506, and 701.

### Visitor Control

A large card displayed on the sun visor or the windshield of a vehicle so as not to obscure the driver's vision should be used as a temporary means of identification for visitors. It is economical and ordinarily is not subject to theft if the vehicle is kept locked when unattended. In addition to the administrative information contained on the card the following warning statement should be included: "While on this installation all personnel and property under their control are subject to search. (Section 21, Internal Security Act of 1950; 50 U.S.C. 797)."

### Commerical Vehicles

Commercial vehicles may be authorized entry by permanent registration or visitor control methods. In addition to normal search procedures, additional precautions should be taken to prevent the introduction or removal of unauthorized material and personnel.

### Government Owned Vehicles

The guidance and instructions contained in this chapter as they relate to motor vehicles identification do not apply to Government owned vehicles since these are provided with other means of identification.

### Search of Automobiles

Privately owned automobiles on naval installations are subject to search when authorized by the commanding officer. Authorized guard personnel may, if so directed by the commanding officer, and while in the performance of assigned duties, search vehicles entering or leaving the installation if such search is reasonably necessary to protect the premises, material, and utilities from loss, damage, or destruction. Because important constitutional questions are involved, however, the instructions of commanding officers regarding such searches, should be prior, specific and complete. As a minimum, for example, the guards should be instructed that any incoming person and his automobile may not be searched over his objection but merely be denied the right to enter. Persons who enter should be advised in advance (a sign to this effect prominently displayed will suffice) that they and their vehicles are liable to search upon departure.

### Reciprocal Honoring of Vehicle Identification

Since military personnel will generally have personal requirements to enter nearby military activities in their private automobiles, the reciprocal honoring of vehicle identification media, issued to military personnel by activities having similar security requirements within a single complex or general metropolitan area, is encouraged. Such reciprocal honoring of vehicle identification is based on local agreement between the commands concerned.

### Registration of Firearms, Cameras, and Pets

When authorized by the base commander, personnel are permitted to bring privately owned firearms on a naval installation. Persons authorized possession of privately owned firearms must comply with all applicable Federal, state, and local laws, ordinances, and regulations governing the use, registration, carrying, or possession of such firearms. Policies regarding the possession and use of privately owned firearms vary according to where the owner resides.

Newly assigned personnel residing on base must obtain authorization and otherwise comply with registration requirements. At the time of registration, the owner of the firearm is informed of all naval, command, and base policies pertaining to privately owned firearms.

A firearm registration form is required for privately owned firearms. The firearm form should contain the type, model number, caliber, serial number, name of manufacturer, and any other identifying marks, along with the owner's name, grade, organization, and location where the firearm is kept. The form is prepared in triplicate, forwarding the original copy of the registration form to the base pass and registration section. The first copy is given to the owner, the second copy remains with the arms stowage facility.

Commanders of some naval installations require that all cameras brought on the base be registered with the base pass and registration section. The specific mission of the installation and any highly classified materials which may be located on the base are usually the basis for such requirements.

When commanders of installations consider that taking pictures of equipment or facilities on the base may in any way jeopardize the mission or cause the security of the base to be endangered , they may establish policies requiring that camera equipment be registered, or they may prohibit the use of such equipment on the base. Where prohibiting the use of cameras is not considered necessary, commanders may establish limits on their use. Particular areas on some bases are often posted to inform personnel that taking pictures in the posted area is prohibited for security reasons.

Not all naval bases require registration of photographic equipment. Those bases that do have this requirement usually establish local policies and procedures regarding the use and storage of the equipment. Where such registration is required, register the equipment in a manner similar to that for privately owned firearms.

Masters at Arms and/or Civilian guards are responsible for control of pets and stray animals on naval installations. Consult the base veterinary officer or his representative before disposing of any animal. By requiring that pets kept on base be registered at the local registration section, the MA/Civilian guards can easily supply information as to the identity of pet owners when required to do so.

The base veterinarian has a great deal to do with helping individuals qualify their pets for registration. Since it is a responsibility of the base veterinarian to protect the health of personnel by the detection, prevention, and control of animal diseases which may be communicable to man, the MA/Civilian guards must rely on his assistance.

PROCEDURE. Inspect and register pets brought on a naval base without delay. Then reinspect them each year thereafter. Use a current Rabies Vaccination Certificate, issued by the base veterinarian, to register or re-register a pet. Registered pets are required to wear a tag showing that they are registered and have had a rabies vaccination.

## SECURITY AREAS

Different activities involve different degrees of security interest depending upon their purpose and the nature of the work, information, and/or materials concerned. For similar reasons, different areas within an activity may have varying degrees of security importance. To meet this situation and, at the same time, facilitate operations and simplify the security system, requires the application of restrictions, controls, and protective measures commensurate with these varying degrees of security importance. In some cases, the entire area of an activity may have a uniform degree of security requiring only one level of restriction and control. In others, differences in degree of security will require further segregation or compartmentalization of certain activities. Restricted areas may be established by a commanding officer within his jurisdiction as required.

To meet different levels of security sensitivity and provide for an effective and efficient basis for applying the varying degrees of restriction of access, control of movement, and type of protection required, four types of security areas have been established as follows:

### Exclusion Area

An exclusion area is an area containing classified information which is of such nature that access to the area constitutes, for all practical purposes, access to such classified information. The following basic security measures are required at all exclusion areas:

1. A clearly defined and lighted perimeter barrier.
2. A personnel identification and control system.
3. All points of ingress and egress are guarded or secured and alarm protected.
4. Only persons whose duties actually require access and who have been granted appropriate security clearances shall be allowed into exclusion areas.

### Limited Area

A limited area is an area containing classified information and in which uncontrolled movement would permit access to such classified information, but within which area such access may be prevented by escort and other internal restrictons ,and controls. The following basic security measures are required for all limited areas:

1. A clearly defined and lighted perimeter barrier.
2. A personnel identification and control system.
3. All points of ingress and egress must be:
   (a) Guarded, or
   (b) Controlled by receptionists or other persons whose duties include check of identification, or
   (c) Under automatic alarm protection.

4. All persons admitted to a limited area with freedom of movement within such area must have appropriate security clearances. Persons who have not been cleared for access to the information contained within a limited area may, with appropriate approval, be admitted to such area, but in such instances they shall be so controlled by escort, attendant, and/or other security regulations to prevent access to the classified information located within the area.

### Critical Areas

A critical area is an area containing items that are most necessary for the continued functioning of the activity, are pilferable, or are a safety hazard to untrained personnel. These areas may include but are not limited to:

1. Structures housing communications equipment.
2. Piers and wharves.
3. Power stations
4. Classified projects.
5. Command posts.
6. Transformers, master valves, and switches.
7. Water tanks, pumps, and regulators.
8. Aircraft hangers.
9. Disbursing offices containing large sums of monies.
10. Supply warehouses.
11. Drugs and narcotics storage.
12. Small arms, ammunition, and explosives storage.

All these and other facilities designated to be critical by the command require physical protection through construction, use of electronic or mechanical aids, personnel movement controls, isolation or a combination of these.

### Controlled Area

A controlled area is an area within which uncontrolled movement does not permit access to classified information and which is designed for the principal purpose of providing administrative control, safety, or a buffer area of security restriction for limited or exclusion areas. The following basic security measures are required at a controlled area:

1. A clearly defined perimeter.

2. A personnel identification and control system.

3. Checking stations at all regularly used points of access at which identification may be checked.

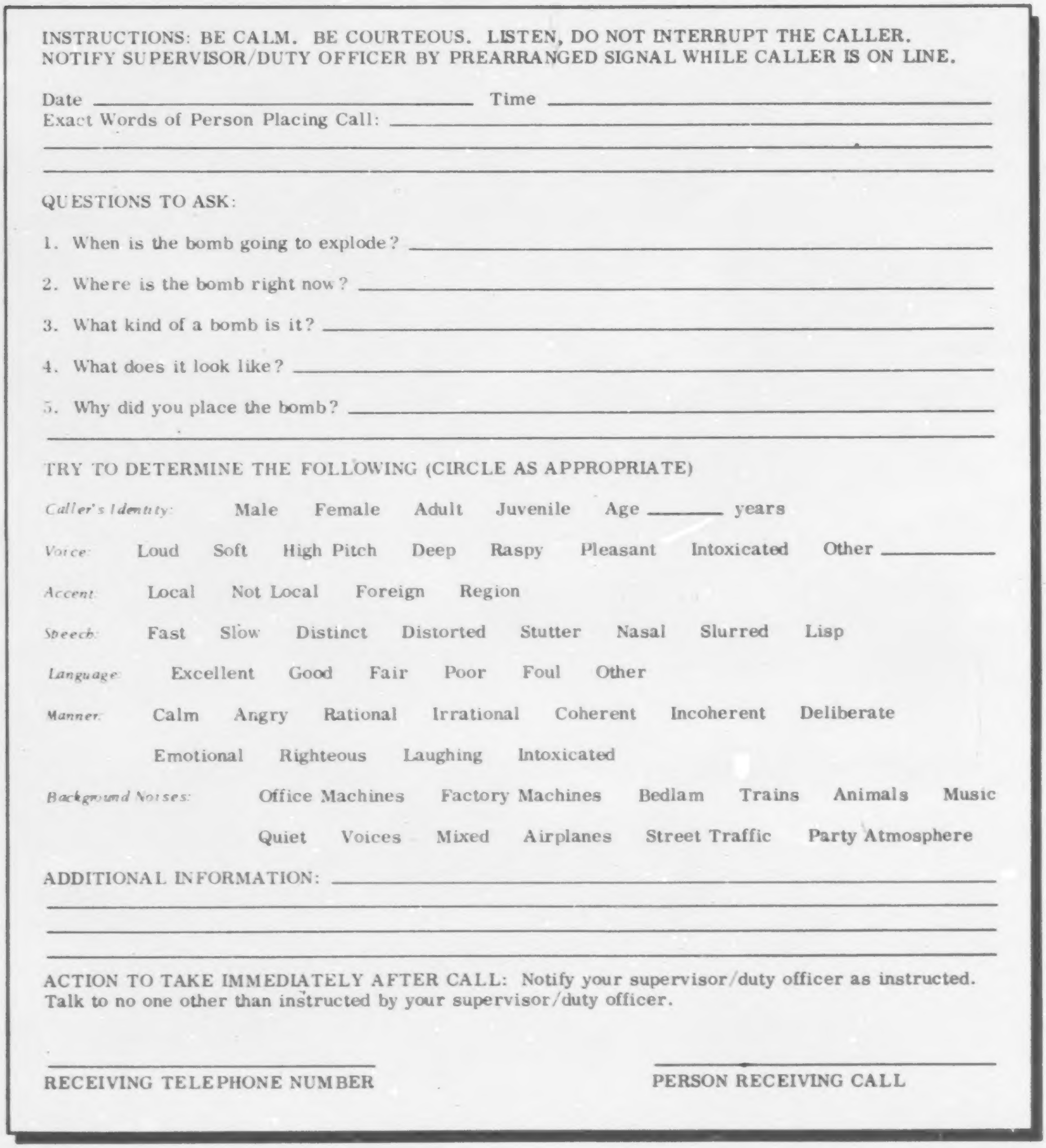
4. Security and administrative arrangements for determining the need for entry and method of approval for admittance to the area. Under normal conditions, approval for admittance to a controlled area will be based on an operational need for access and adequate identification of the individual rather than on his security clearance status.

## BOMB THREATS

Bomb threats, or "bomb scares" have become increasingly frequent in recent years, paralleling increases in civil disturbances, labor and student unrest, and similar manifestations of dissidence or dissatisfaction. Such threats have been directed against military installations as well as business and school facilities.

Sabotage committed against the Navy by persons outside the Navy, such as the arson/bombing of Naval Reserve Officer Training Corps facilities and recruiting offices, has been generally perpetrated by militants who view the military as the chief enforcer of the nation's "exploitative" foreign and domestic policies. During 1969-1970, the United States experienced a large increase in the number of bombings, bomb threats and other acts of violence. Hearings held by the U.S. Senate's Sub committee on Investigations disclosed that during this period 35,125 bomb threats were communicated within the United States, accompanied by 4,330 actual bombing incidents which caused property damage in excess of $21,000,000.

Bomb threats may be received whether by telephone or by written message. In either case, the immediate question arises as to whether the threat is genuine, that is, whether a bomb has



INSTRUCTIONS: BE CALM. BE COURTEOUS. LISTEN, DO NOT INTERRUPT THE CALLER. NOTIFY SUPERVISOR/DUTY OFFICER BY PREARRANGED SIGNAL WHILE CALLER IS ON LINE.

Date ______________________ Time ______________________

Exact Words of Person Placing Call: ______________________

______________________

______________________

QUESTIONS TO ASK:

1. When is the bomb going to explode? ______________________
2. Where is the bomb right now? ______________________
3. What kind of a bomb is it? ______________________
4. What does it look like? ______________________
5. Why did you place the bomb? ______________________

______________________

TRY TO DETERMINE THE FOLLOWING (CIRCLE AS APPROPRIATE)

*Caller's Identity:* Male Female Adult Juvenile Age ______ years

*Voice:* Loud Soft High Pitch Deep Raspy Pleasant Intoxicated Other ______

*Accent:* Local Not Local Foreign Region

*Speech:* Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp

*Language:* Excellent Good Fair Poor Foul Other

*Manner:* Calm Angry Rational Irrational Coherent Incoherent Deliberate Emotional Righteous Laughing Intoxicated

*Background Noises:* Office Machines Factory Machines Bedlam Trains Animals Music Quiet Voices Mixed Airplanes Street Traffic Party Atmosphere

ADDITIONAL INFORMATION: ______________________

______________________

______________________

______________________

ACTION TO TAKE IMMEDIATELY AFTER CALL: Notify your supervisor/duty officer as instructed. Talk to no one other than instructed by your supervisor/duty officer.

______________________ RECEIVING TELEPHONE NUMBER

______________________ PERSON RECEIVING CALL

193.81

Figure 7-3. — Sample Bomb Threat report form.

actually been placed, or whether it is false, made only for the purpose of causing disturbance of some diversionary purpose. There have been many of both types in recent years. In some instances, notification of the placement of a bomb has been made by persons who intend only to cause damage to property or equipment and do not want to cause death or injury to personnel.

The first decision to be made concerns possible evacuation of the threatened building(s) or area(s) and the shutting down of utilities such as gas and electricity. Commander's guidance on this point should be obtained in the stage of preparing a Standing Operating Procedure (SOP).

In obtaining such guidance, consideration must be given to special situations, such as hospitals, where evacuation of patients may be impracticable or undesirable unless the presence of a bomb is confirmed. Also, the availability of electricity or water may be necessary for the operation of medical apparatus essential to the health of a patient. Commanders of such facilities must be consulted.

An important decision to be made is as to whether an announcement of a bomb threat should or should not be made, for example, in a public place such as a base exchange or a school. Such a public announcement may well result in a panic, with resultant injuries to persons. Consideration may be given to making an announcement in a code known only to selected personnel, or to disguising it as a practice fire drill. The latter method is recommended. Guidance on this point should also be contained in the SOP. (Note, however, that in a fire situation it is normal to close all doors and windows to delay spread of the fire; in a bomb situation it is better to leave all doors and windows open to dissipate the explosive force. Guidance on this procedure must be furnished in the SOP).

Master at Arms likely to receive telephone threats should be briefed, and trained as necessary, in the following procedures:

1. Attempt to keep the caller on the line as long as possible, to permit tracing and to gather further information.

2. Record, in writing or by recorder, the exact words of the caller. Attempt to ascertain the location of the bomb, type of device, what it looks like, and expected time of detonation.

3. Attempt to determine the sex, the approximate age, and the attitude of the caller, specifically any reasons or motives for his actions in placing the bomb.

4. Note any background noise, which may provide a clue to the caller's location.

5. Note any accent or peculiarity of speech which may help to identify the caller.

6. If time permits, ask the caller a question such as "Who is this calling, please," or "What is your name?" In some instances, the caller may unthinkingly reply.

The items listed above may be placed on a locally devised form to serve as a checklist and means of recording information. In appropriate situations, such forms may be distributed to all personnel likely to receive such calls, so that they are familiar with them and are instructed in their use. Figure 7-3 is a sample form which may be adapted.

The recipient of such a call should be interviewed, as soon as possible following the call, by a thoroughly competent interviewer. In addition to any information reported as described above, many persons will later recall, under questioning, items of information which they momentarily overlooked, perhaps due to the stress of the incident. Such questioning must be patient and quiet, and designed only to supplement or expand on the reported information.

Written threats should be handled as little as absolutely necessary, since examination by trained investigators and laboratory personnel may reveal fingerprints and/or provide clues to the writer by examination of his handwriting. Excess handling reduces, or may preclude, successful examination. The entire message, including the envelope, if any, should be preserved until released to the investigator.

An evacuation unit should be trained in search techniques, or separate search units may be organized. To be proficient in searching the building they must be thoroughly familiar with all hallways, rest rooms, false ceiling areas and every conceivable location in the building where an explosive or incendiary device might be concealed. It must be remembered that when the police or fire departments arrive at the building, if they have not reconnoitered the building, the contents and the floor plan will be strange to them. Thus, it is extremely important that the evacuation team have a floor plan of the building.

The evacuation or search unit should be trained only in evacuation and search techniques but not in the techniques of neutralizing, removing or otherwise having contact with the device. THIS IS AN EOD RESPONSIBILITY.

Procedures for finding and disposition of bombs are contained in chapter 5.

# CHAPTER 8

# CIVIL DISTURBANCES AND NATURAL DISASTERS

## CIVIL DISTURBANCES AND NATURAL DISASTERS

The Master at Arms may be called upon to aid in restoring order if civil authorities are unable to cope with a widespread civil disturbance.

The protection of life and property and the maintenance of law and order within any state or territory are the responsibilities of state and local authorities. When they do all they can but are unable to restore order, or when it is evident that the situation is so serious they will be unable to restore order, or they fail to make a serious effort to control the situation, military intervention may be ordered. Normally, military intervention is a function of the Army, but the Navy may be called on for assistance. Or the Navy may have to undertake the task alone. When the Navy is involved, the Master at Arms usually is directed to assist in restoring order.

The Armed Forces seldom take such action until the President publishes a proclamation demanding that the insurgents disperse and retire peaceably to their homes within a specified time limit. In an emergency, the Armed Forces may order intervention without a Presidential proclamation to protect Government property.

The Master at Arms may be called upon to perform other duties than those ordinarily associated with its normal function of maintaining order and rendering aid to service personnel. For example, if a disaster occurs, such as an earthquake, the MAs might be asked to assist the American Red Cross in administering disaster relief.

## CIVIL DISTURBANCES

Characteristic of civil disturbances and a part of collective behavior are situations in which—

1. Curious bystanders and sympathetic onlookers join forces with activist groups and individuals.
2. Crowds which are normally peaceful become irrational mobs as behavior factors take hold.
3. Skillful leaders through various techniques and stimuli agitate and incite crowds into irrational action.
4. Crowds demonstrate grievances by transferring aggression from social or economic problems to some group or individual who becomes an object of hostility.

## PSYCHOLOGICAL INFLUENCES ON CROWD AND CONTROL FORCE BEHAVIOR

Psychological behavior factors have an important influence on members of a crowd and on members of the control force. These factors contribute to the irrational extremes of individual behavior in civil disturbances and must be considered by the commander in planning and training for a disturbance, and in control and supervision once at the disturbance site.

### Anonymity

Crowds are anonymous because they are large and because they are most often temporary congregations. The crowd member acts with a feeling of safety because he feels himself a part of a faceless mass. He acts without conscience because he feels moral responsibility has been shifted from him to the crowd.

The size of the control force and the nature of the interaction between them and the dissidents may remove a sense of individuality from control force personnel. Because he loses this feeling of individuality, the control force member may commit acts he would normally suppress. The commander must assure that his subordinate leaders supervise personnel in such a way that will prevent this feeling of anonymity. Every leader should know each of his men by name, and address them by name at every opportunity.

### Impersonality

Collective behavior is impersonal. In a race riot, for example, distinction is not made as to individuals. Each member of a certain race or ethnic group is considered to be as good or bad as other members of the same race or ethnic group.

Impersonality affects members of the control force in the same manner it affects the crowd. It could cause the control force to respond to a situation inappropriately because the response would be based on who was involved rather than on what took place. Racial and ethnic balance within the control force can help stem impersonality as can an understanding of the people involved in the disturbance.

### Suggestion and Imitation

The presence of large numbers of people in a disturbance discourages individual behavior and makes individuals act readily to suggestion. The urge to do what others do is strong in man. Only individuals with strong convictions can resist the compulsion to conform to the group. Subsequently, they look to others for cues and disregard personal background and training.

In the confrontation environment, control force personnel also are susceptible to suggestion, and may imitate the actions of others. In such a situation, one improper action may be imitated by others in the control force and cause a broad reaction that may be inappropriate in the situation. Rigorous training and effective supervision, and immediate correction of inappropriate or unauthorized actions are means of preventing suggestion and imitation.

### Emotional Contagion

The most dramatic psychological factor in crowd behavior is emotional contagion. Excitement transmits from one person to another and a high state of collective emotion builds up. Ideas conceived by the leaders and dominant members of the crowd are rapidly passed from person to person. These ideas and the general mood of the crowd sweep to bystanders and curiosity seekers who are caught in the wave of excitement and crowd action. Emotional contagion is especially significant in a civil disturbance environment for the following reasons:

- Emotional contagion provides the crowd with psychological unity. This unity is based on common emotional responses and is usually temporary, but it may be the only momentum a crowd needs to turn to mob action.

- When emotional contagion prevails, self-discipline is usually low. Individuals disregard normal controls and give way to raw emotions.

- Emotional contagion exceeds the bounds of personal contact. As mentioned earlier, crowds can be stimulated by mass media.

Emotional contagion narrows the field of consciousness and diminishes the critical ability of the control force as well as the crowd. Control force personnel are apt to be emotionally stimulated and be affected by rumor and fear because of the tension in the confrontation environment. When the control force is affected by this tension factor, self-discipline tends to be low and the individual MAs may feel freed from normal restraints. The commander must be cognizant of this factor and be prepared to take appropriate action to counteract its effects.

### Release from Repressed Emotions

The prejudices and unsatisfied desires of the individual, which are normally held in restraint, are readily released in a mob. This temporary release is a powerful incentive for an individual to participate in mob action because it gives him an opportunity to do things which he has wanted to do but which he has not dared to attempt before.

Control force members who foster contempt for certain people or segments of society may take advantage of their position to express their contempt. Everyone should be thoroughly briefed concerning performing duties fairly and impartially and made aware that they are held individually accountable for their actions.

## FACTORS WHICH LIMIT CROWD BEHAVIOR

However irrational and unrestrained crowd behavior may appear it is ruled by four factors:

1. Crowd behavior expresses the emotional needs, resentments, and prejudices of the members. In a crowd situation individuals may do things they ordinarily would not do, but the crowd does only those things that most of its members would like to do. The emotional stimulus and protection of the crowd encourages its members to express the impulses, hostilities,

aggressions and rages which they restrain in calmer moments when blocked from expressing emotion toward one object, a mob's attention generally shifts to another.

2. Crowd behavior is limited by the conviction of the members as to what is right. The concept of what is right is based on the customs or folkways, the conventional behaviors, the moral attitudes of the times and places in which people live. A crowd rarely does anything without some moral approval. Lynchings used to occur only where a large proportion of people felt that a lynching was morally justified, even necessary, under certain curcumstances. The members of the lynching party normally considered themselves public benefactors, not guilty law breakers.

3. Leadership profoundly affects the intensity and direction of crowd behavior. A skillful agitator can convert a group of frustrated resentful people into a vengeful mob and direct their aggression at any target included in their resentment. Likewise, an individual can sometimes calm or divert a crowd by a strategic suggestion or command. In many crowd situations, the members, frustrated by confusion and uncertainty, want to be directed, and the first person who starts giving clear orders in an authoritative manner is likely to be followed. It is at this stage of crowd development that radicals can take charge and exploit the crowd's mood and turn it toward a target of convenience. On the other hand, a leader may calm the crowd, appeal to the reasoning powers of the individuals present, and diffuse a potentially serious situation.

4. Weather is one important external control on crowd behavior. Crowd behavior usually occurs in the summertime when people are able to gather in large outdoor assemblies. Cold weather and rain discourage group actions.

Another principal external control on crowd behavior is exercised by local government. Crowd behavior seldom takes on violent form when the local government is prepared to cope with the situation before it gets out of hand. Police also have a strong influence on crowd behavior because of the frequency and nature of police contact with the people.

## COURSES OF MOB ACTION

Regardless of the reason for violence, whether it is the result of spontaneous reactions or is deliberately incited, riotous actions can be extremely destructive. Such actions may consist of indiscriminate looting and burning, or open attacks on officials, buildings, and innocent passersby. Participants are limited in their actions only by their ingenuity, the training of their leaders, and the weapons, supplies, equipment, and materials available to them. Although the degree of violence will depend upon a number of factors, such as the type and number of people involved, location, cause of the disturbance, and weapons available, certain types of violence can be anticipated. Commanders and troops should be familiar with and carefully trained in the proper actions to take when incidents such as the following occur.

Verbal abuse in the form of obscene remarks, taunts, ridicule, and jeers can be expected. The purpose of this tactic is to anger and demoralize civil disturbance control forces and cause them to take actions that later may be exploited as acts of brutality.

Groups of rioters can be expected to give vent to their emotions upon individuals and troop formations. Troops performing duty during a civil disorder may be beaten, injured, or killed. Vehicles may be overturned, set on fire, have their tires slashed, or otherwise damaged. The same type of violence may be directed against personnel and equipment of fire departments and other public utilities.

Objects may be thrown from various vantage points, such as windows and roofs of nearby buildings and overpasses. These objects may include rotten vegetables and fruits, rocks, bricks, bottles, improvised bombs, or any other objects available at the scene.

When troops are located on a slope or at the bottom of a slope, dangerous objects can be directed at them such as vehicles, carts, barrels, liquids, etc. On level ground, wheeled vehicles can be driven toward troops. This tactic may also be used for breaching roadblocks and barricades.

Rioters may set fire to buildings and motor vehicles to block the advance of troops, to create confusion or diversion, or to achieve goals of property destruction, looting, and sniping. They may flood an area with gasoline or oil and ignite it as you advance into the area, pour it down a slope toward you or drop it from buildings and ignite it.

Explosives may be placed in a building, timed to explode as troops or vehicles are opposite the building, or they may be exploded ahead, so that the rubble blocks the street. Demolition charges can be buried in streets and exploded as troops or vehicles pass over them. Vehicles rolled or driven may contain explosives. Dogs or other animals with explosives attached to their bodies may be driven toward the troops. The charges may be exploded by remote control, fuses, or time devices. Demolition charges may be employed to breach a dike, levee, or dam to flood an area, or to block an underpass by demolishing the overhead bridge.

Weapons fire may take the form of selective sniping or massed fire, and may come from within the ranks of the rioters or from buildings or other adjacent cover. The weapons used will vary from homemade one-shot weapons to sophisticated automatic rifles.

In an effort to breach barriers, individuals may throw grapples into wire barricades and drag them away, attach grapples, chains, wire, or rope to gates or fences and pull them down. They may use long poles or spears to keep control forces back while removing fences or barricades or to prevent them from using bayonets. They may crash vehicles into gates or fences to breach them.

Women, children, and elderly people may be placed in the front ranks. This is done to play on the sympathy of the control forces and to discourage any countermeasures. Where countermeasures are undertaken, agitators may have photographs taken to create further public animosity and embarrassment to the control forces.

To impede the movement or in an attempt to prevent control forces from entering an area or buildings, the crowd may construct barricades of vehicles, trees, furniture, fences, or any other material that may be in the vicinity.

## CIVIL DISTURBANCE CONTROL OPERATIONS

In any civil disturbance control operation certain tasks must be accomplished to reach the ultimate objective of restoring and maintaining law and order. To do this, action must be taken to gain control of the situation. Control forces must perform certain tasks that will develop a physical and psychological environment which will permit law enforcement personnel to enforce the law and maintain order. Not all tasks will apply in all situations, but control force commanders and unit leaders must identify those tasks which must be performed and then develop plans and procedures for their accomplishment.

This task encompasses the restriction and sealing off of the disturbed area. The objectives of isolation are to prevent the disorder from spreading to unaffected areas, to prevent the escape of individuals bent on expanding the disturbance, to expedite the departure of the uninvolved, and to exclude unauthorized personnel from entering the affected area. To prevent the disorder from expanding in size and intensity, it is critical to preclude the influx of additional demonstrators or curious onlookers into the disturbed area.

When military forces are committed to assisting the civil authorities in controlling civil disturbances, the situation will be beyond the capability of local law enforcement agencies and a scene of major disorder should be expected. This disorder may be characterized by small dispersed groups which are looting, burning, and generally causing havoc in the area, or it may be characterized by large groups participating in varying degrees of illegal conduct. The initial action taken by military forces to control the disorder is critical and should include the immediate isolation of the disturbed area.

### ISOLATION TECHNIQUES

There are several techniques of accomplishing the isolation of a disturbed area:

Barricades and roadblocks are physical barriers which deny or limit entry into and exit from the disturbed area. They can be used to totally deny passage of people and vehicles or to permit certain designated categories of persons and vehicles to pass. They must be positioned so as to preclude their being bypassed, surrounded, or cut off from support. In many cases it may be impractical to physically seal an area due to the physical and geographical considerations, such as in the case of a college campus or a suburban area.

Civil disturbance operations contingency planning should provide for the availability of portable barricades which impede the passage of personnel. Concertina wire is a suitable material for rapid construction and effectiveness, although wooden saw horses, ropes, and other field expedient devices may suffice. Concertina wire should be used sparingly and only under serious circumstances as it is indicative of violent disorders.

The erection of effective roadblocks which cannot be easily breached by vehicles requires large, heavy construction materials. One item that can be stockpiled in advance is 55 gallon drums to be filled with water or earth on site. Other materials include sandbags, earthworks, trees or heavy vehicles. Several roadblocks placed at intervals of 25 to 50 feet provide sufficient depth to prevent breeches by heavy or high speed vehicles.

The construction of barricades and roadblocks should provide cover from small arms fire where this threat is considered likely. Provision should be made from night illumination of approaches to the position; however, care must be taken not to silhouette the personnel manning it. Construction materials which would chip or shatter upon impact by thrown objects should be covered with canvas or sandbags to preclude injuries from flying fragments. Warning signs should be placed in front of the position directing authorized personnel not to approach the position. One technique of providing a quickly erected barrier is the use of vehicles parked bumper to bumper; however, this procedure may subject the vehicles to damage by a hostile crowd.

Perimeter patrols should be established to prevent entry or exit from the disturbed area, particularly by individuals or groups attempting to bypass barricades and roadblocks. These patrols operate along the outer operational boundary of the disturbed area. Perimeter patrols can be integrated with area patrol routes within the disturbed area.

Unit, installation, or municipal contingency planning should include a pass and identification system providing for the entry and exit of authorized personnel to and from the isolated area. Procedures should be established for press personnel, emergency medical personnel, public utility work crews, and for any other personnel who have a legitimate purpose for entering and exiting the isolated area. Consideration must be given to those persons residing within the disturbed area who must travel to and from work. An effective pass and identification system requires careful and detailed planning as a contingency measure.

Insure that civil authorities have established a means for controlling public utilities to include street lights, gas, electric, water, and telephone service so that they may be turned on or off to support the tactics employed by the control forces.

## SECURE LIKELY TARGETS

Certain buildings, utilities, and services are critical to the economic and physical well-being of a community and require security to prevent disruption of essential functions. In addition, certain facilities and buildings have become symbolic targets to radical or extremist elements and should be identified and afforded protection within the priorities established. Among the likely targets to be attacked are control force command posts, billeting areas, and motor parks. Another potential problem in civil disturbance operations is the threat posed by radical elements intent on doing bodily harm to control force personnel and civilian dignitaries in the disturbed area. When such threats exist, military personnel may have to be committed to security operations. In particular, security must be placed on armories, arsenals, hardware and sporting goods stores, pawnshops, and gunsmith establishments or other places where weapons or ammunition are stored. To conserve manpower, consideration may be given to evacuating sensitive items such as weapons from stores and storing them in a central facility. Priorities for physical security must be established to preclude dissipation of available forces on less important facilities or those which have their own physical security forces. The degree of security necessary to protect various buildings and utilities is determined by considering:

1. The importance of the facility to the overall well-being of the installation or community. Examples of this consideration include the loss of water or electrical power which would endanger the health of the community, the destruction of government buildings which would disrupt the functioning of government, and dissident seizure of communications media which would provide psychological advantage for further spread of the disorder.
2. Vulnerability of the facility to acts of violence which includes the susceptibility of the facility to damage or loss. Planning should estimate the possible degree of risk expected during a civil disturbance based on the facility's physical layout, type construction, and existing protective measures.
3. Intent and capability of the demonstrators which is an analysis of the destructive intent and capability of the radical elements. This includes determing the likely targets and the degree of violence such activity will likely entail.

### Security Techniques

The techniques for securing likely targets consist essentially of providing physical security.

Military forces are ideally organized and equipped to perform this task; security of government buildings and public utility facilities is a normal mission for military forces in most types of civil disturbances. This releases civil police to operate within the disturbed area in their law enforcement capacity. Security techniques implementing this task fall into two broad categories; use of men and use of materials.

The use of men includes employment of sentinels, walking guards, and checkpoints. Military personnel used in this manner should be committed jointly with existing guard forces, if any, from the protected facility or agency. Consideration should be given to the possibility of augmenting existing guard forces with additional equipment. When manning fixed security posts, guard teams must be of sufficient size to accomplish their mission and protect themselves if necessary until help arrives; however, the availability of reserve forces in lieu of stationary guards should be considered in an effort to conserve guard forces.

Use of material includes perimeter barriers, protective lighting and alarm systems, and intrusion detection devices. These are designed to deter and detect intruders and/or to impede access to a facility by unauthorized personnel. Various measures of this type may or may not be in effect at the time of the civil disturbance. Military contingency planning should anticipate the requirement for the rapid employment of additional physical security measures.

## CONTROL OF CROWDS OR MOBS

Civil disturbance operations, especially those conducted over extended periods, require control forces to confront a variety of crowds and mobs. The appropriate manner of controlling various types of crowds or mobs will be influenced by many variables. These include:

1. The current intensity level of the civil disturbance.
2. Public opinion.
3. Current policies.
4. Crowd and mob mood, intent, composition, and acitivty.
5. Capabilities and readiness of control forces.
6. Immediate and long range benefits of control force action.
7. Weather, terrain, and time of day.

Consideration of the variables listed will indicate to the control force commander the general nature of the most appropriate manner of controlling a particular crowd or mob. In general terms, four crowd control options are available to the commander, based on his objective with a particular crowd or mob. A prime consideration in selecting an option will be the capability of control forces to accomplish effectively and successfully the desired option. The four crowd control options are monitor, disperse, contain, and block.

Monitoring consists of watching the crowd's progress and development by control force teams. Monitoring enables the commander to guage the crowd's activity and intent in relation to the larger civil disturbance and possibly to influence the crowd through persuasive means. This is appropriate for large, nonviolent demonstrations where more decisive action is not feasible because of crowd size, and as an interim measure pending the arrival of additional control forces. Techniques for accomplishing this option include passive observation of the crowd, and the communication of interest and intent to leaders.

Dispersion is action taken to fragment a crowd; it is especially applicable to large crowd situations in a congested urban environment. Its selection should include the consideration that dispersion may increase and spread lawlessness rather than reduce it. Techniques for accomplishing this option would include the show of force, use of riot control formations, and use of riot control agents.

Containment restrains a large number of individuals within the area they are presently occupying, thereby containing any further aggressive activity. This would be appropriate in a college campus situation, to prevent rioters from spreading out to surrounding communities and prevent unauthorized personnel from entering the campus. Containment would also be appropriate where the systematic arrest of crowd members is contemplated. Riot control formations and use of barricades comprise the primary techniques for this option.

Blocking consists of the physical denial of a crowd's advance upon a facility or area which is the demonstrator's potential or actual target. Riot control formations, principally lines and barricades are the most appropriate techniques.

## DISTINCTION BETWEEN CROWDS AND MOBS

Mobs develop from crowds which in most cases could be broken up by the proper application of crowd tactics. A crowd lacks organization and unity of purpose, but, if it is bent on mischief, requires only a leader to convert it into a mob. If it is compelled to move on and break up, there is usually little danger.

A crowd assembled for an unlawful purpose hesitates to commit itself to a course of unrestrained violence. Some of its members may perform violent acts when they think they have little chance of being apprehended and punished. The crowd, although noisy and threatening, should be kept well in hand. If left to its own devices it is very likely to commit assaults and depredations which will excite it to the mob pitch. A crowd may be converted into a mob by:

1. Apparent weakening of the forces holding a crowd in check, even though only momentary.
2. A single piece of audacious violence successfully carried through.
3. A few minutes' harangue by a fiery leader.
4. The appearance on the street of a conspicuous and hated figure.

It is the business of the officials, civil and military, to see that this transformation does not take place, for the formation of a mob usually means bloodshed before order is restored.

A crowd is a group or a number of separate groups which is, or may be, disorderly and inclined to violence, but which has not as yet lost its collective sense of fear. A mob, on the other hand, is distinguished by the fact that, under the stimulus of intense excitement, its members have actually lost all sense of fear of the law and can only be brought to their senses by the overpowering demonstration of force.

Crowd Tactics

As a rule, weapons fire should be used against a crowd only as a last resort.

For psychological effect, it should be evident to the crowd that there is a commander, that he has a plan, that he has the courage to act vigorously, and that he intends to use whatever force is necessary.

Normally, the first step in dispersing a crowd is the display of military strength. At this time, the military commander or, in his absence, the commanding officer at the scene will call upon members of the assemblage, in the name of the President of the United States to disperse and go to their homes immediately. A proclamation will be issued by the military commander to advise the people residing within the community of the rules and orders they are to obey and the reasons for such rules. This proclamation by the military commander is not to be confused with the Presidential Proclamation.

Having broken up the crowd, it is necessary to keep it moving. Patrols should be detailed to follow it and prevent small groups from collecting again. If any persons stand out as prospective leaders, and seem to be trying to excite the crowd, they should be arrested.

Personnel must be made to understand that in dealing with citizens they must be courteous, yet firm; that they must pay no attention whatever, nor appear to hear, insults from the crowd.

Mob Tactics

The methods to be employed against mobs differ from those required against crowds. Less dispersion of forces is allowed, more force must be used, held well in hand, and sterner measures must be adopted.

In cases where military force is used for the protection of Government property the commander who commands the mob to disperse and does not allow sufficient time for it to do so before taking life, will be very derelict in his duty. A mob should not be harangued, bullied, or bluffed, and above all it should not be threatened or dared.

A mob usually should be attacked on one flank, depending upon the direction desired to drive it. When those in front would like to retreat but, because of the pressure from behind, are unable to do so, the mob should be attacked in the rear.

When rifle fire is resorted to, the aim should be low, to prevent shots going over the heads of the mob and injuring innocent persons that cannot get away. The number of rifles used should be no greater than is absolutely necessary. If there is firing from the rear of the mob, a few marksmen should be so placed where they can return the fire. A few good marksmen should be detailed to fire on windows or roofs from which firing comes or from which missiles are thrown. Care should always be taken to avoid firing into a group of innocent persons from which some rioter has fired.

Blank cartridges should not be used when combating a mob bent on violence, nor should a volley be fired over their heads.

Such action will be regarded as an admission of weakness, or as an attempt to bluff, and may do much more harm than good.

Bayonets are effective when used against rioters who are able to retreat, but they should not be used against men who are prevented by those behind from retreating. The appearance of fixed bayonets has a psychological value against rioters that should not be overlooked.

Tear gas grenades, employed by military forces equipped with gas masks, are a most effective method of dispersing a mob. Tear gas grenades should be projected to the windward side of the rioters.

Hand-to-hand fighting should be avoided. Here the mob, because of its superior numbers, has the advantage. The mob should be kept at such distance that personnel can employ their weapons and use their training and discipline to the best advantage.

Dispersing Mobs

A rioting mob usually is attacked on the flank, that is, opposite the direction in which it is to be driven. In general, rioters are driven toward that portion of the city where most of them live. Or they may be steered toward an area where they can do the least damage. Force must be kept to a minimum, as violence by the military may cause the mob to become more ferocious.

Fundamental formations used in dispersing mobs are the wedge, the diagonal, and the line. (See fig. 8-1.) Personnel assigned to these formations should carry shotguns or rifles with fixed bayonets. Firearms are carried at high port until the command "On guard" is given. Formations may be adapted to any size squad. Orders must be executed smartly. The normal interval and distance between men is one pace. Interval and distance may be varied to meet local conditions. Squad leaders and men armed with automatic weapons form in the rear of the squad. Formations may be modified by doubling, extending, or combining the basic formations.

The mob-dispersal formations are effective because they tend to split/move the mob. Ordinarily, a mob is not attacked from one direction if it cannot escape in the opposite direction. The wedge is the normal formation for breaking up, splitting, or striking into a mob. A wedge of about 35 men is suitable for clearing an ordinary city street. Normally, about 18 men should be deployed in the wedge itself, with three men supporting each flank; the remainder form columns of twos in the center of the wedge as support. Small wedges may be useful for cutting into a mob to arrest leaders. The flanks of wedges may be reinforced as necessary.

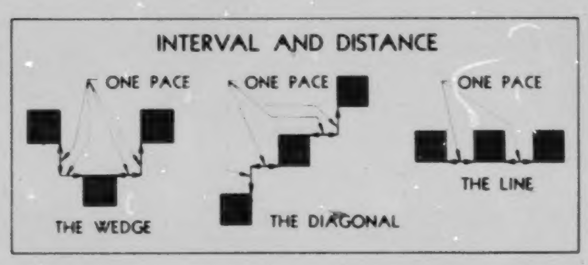


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Figure 8-1.—The wedge, diagonal, and line.

The diagonal is used for moving a mob away from the side of a building or wall. Resort to this method may be made also to turn the direction in which a mob is moving, forcing the mob down side streets or into open areas.

The line may be used as a holding formation to prevent a mob from moving into an area. For example, it could be used to block the entrance to a street. As already mentioned, keep the mob moving by constant pressure, and arrest anyone making further resistance or obstructing your efforts to restore order.

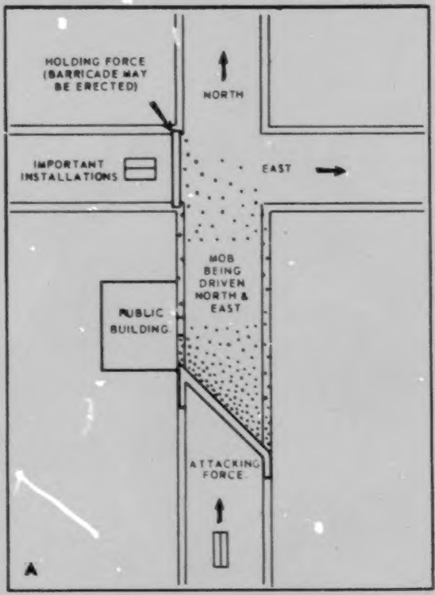
Figures 8-2A, B, C, D, and E illustrate various ways in which you can disperse a mob in different situations.

## MENTAL PREPARATION FOR CIVIL DISTURBANCE OPERATIONS

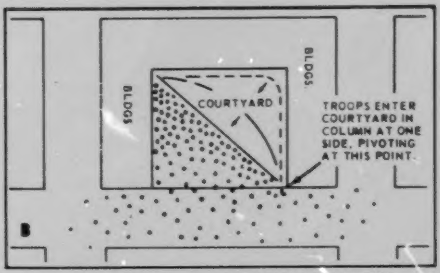
A special need exists to prepare individuals for the mental and physical stress of civil disturbance control operations. Training in this subject area should be oriented both toward understanding crowd and mob behavior and toward preparing units to control their own actions and emotions. Typical causes of civil disorders should be studied to give individuals a better understanding of why they may be called upon to control civil disorders. Group behavior should be sufficiently discussed to show individuals what to expect. Further, personnel must be made aware of the influence of psychological factors upon their own behavior.

### INDIVIDUAL RESPONSE TO STRESS

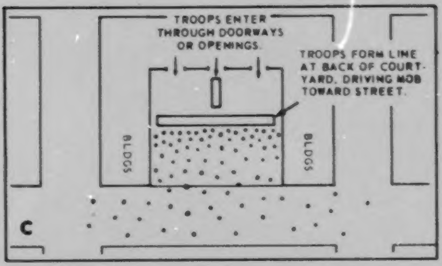
Master at Arms engaged in civil disturbance operations will be subjected to noise and confusion created by large numbers of people facing them. Individual MAs may be shouted at, insulted or called abusive names. You must learn to ignore these taunts and not allow personal feelings to interfere with the execution of your mission. In addition, personnel can expect objects to be thrown at them, but must learn to avoid thrown objects by evasive movements; never throw the objects back. Individuals must subdue


HOLDING FORCE (BARRICADE MAY BE ERECTED)
NORTH
IMPORTANT INSTALLATIONS
EAST
MOB BEING DRIVEN NORTH & EAST
PUBLIC BUILDING
ATTACKING FORCE
A

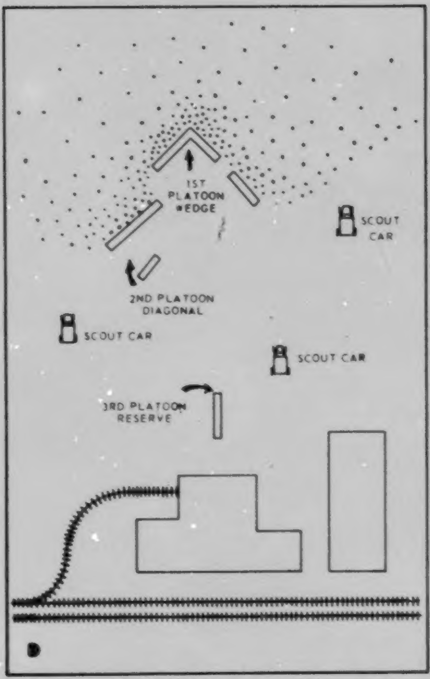
A METHOD OF DRIVING A MOB FROM THE FRONT OF A BUILDING.


BLDGS.
BLDGS
COURTYARD
TROOPS ENTER COURTYARD IN COLUMN AT ONE SIDE, PIVOTING AT THIS POINT.
B

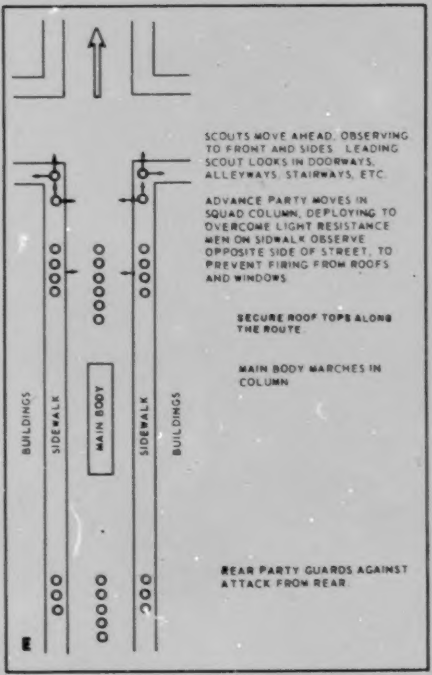
A METHOD OF DRIVING A MOB FROM A COURTYARD HAVING SOLID WALLS.


TROOPS ENTER THROUGH DOORWAYS OR OPENINGS.
TROOPS FORM LINE AT BACK OF COURTYARD, DRIVING MOB TOWARD STREET.
BLDGS
BLDGS
C

A METHOD OF DRIVING A MOB FROM A COURTYARD HAVING DOORWAYS AND OTHER OPENINGS IN THE WALLS.


1ST PLATOON WEDGE
SCOUT CAR
2ND PLATOON DIAGONAL
SCOUT CAR
SCOUT CAR
3RD PLATOON RESERVE
D

A METHOD BY WHICH A COMPANY DISPERSES A MOB AND DRIVES IT AWAY FROM AN IMPORTANT INSTALLATION IN OPEN TERRAIN.


SCOUTS MOVE AHEAD, OBSERVING TO FRONT AND SIDES. LEADING SCOUT LOOKS IN DOORWAYS, ALLEYWAYS, STAIRWAYS, ETC.
ADVANCE PARTY MOVES IN SQUAD COLUMN, DEPLOYING TO OVERCOME LIGHT RESISTANCE. MEN ON SIDEWALK OBSERVE OPPOSITE SIDE OF STREET, TO PREVENT FIRING FROM ROOFS AND WINDOWS.
SECURE ROOF TOPS ALONG THE ROUTE.
MAIN BODY MARCHES IN COLUMN.
BUILDINGS
SIDEWALK
MAIN BODY
SIDEWALK
BUILDINGS
REAR PARTY GUARDS AGAINST ATTACK FROM REAR.
E

A COLUMN MARCHING THROUGH CITY STREETS PROTECTS ITSELF BY ADVANCE AND REAR GUARD.

99.44

Figure 8-2.—Mob dispersals.

their emotions and carry out their orders determinedly and aggressively whether in formation, patrolling, or posted as guards. Be emotionally prepared for unusual actions, such as members of the crowd screaming and rushing toward you, tearing off their own clothes, or deliberately injuring or maiming themselves. Personnel should understand that the well-disciplined execution of orders is the most effective force applied against rioters. Personnel must be indoctrinated in all aspects of self-control so they are mentally prepared for participation in civil disturbance operations.

An effective way to familiarize MAs with the stress of confronting a mob is to conduct an exercise employing part of the unit as violent demonstrators, with the remainder acting as the control force. Have the mob harass those acting as the control force in a manner as realistic as possible consistent with safety.

## PSYCHOLOGICAL INFLUENCES

Just as the crowd may be swept into violence by the psychological influences of anonymity, impersonality, suggestion and imitation, emotional contagion and release from repressed emotions, the control forces reaction may be inappropriate because of the effect of such factors on them. Both the leader and the control force members must be apprised of these factors so that they can cope with them in the civil disturbance environment.

The cumulative effect of these psychological factors may be an excessive response by control force personnel who are often thrust into situations with little time to brief them about the situation. They may be confronted by individuals who express personal hostility in a manner which they are not prepared to handle unless they have been properly conditioned. It is extremely important that the control force personnel be fully oriented, "conditioned," and "sensitized" so that they can better cope with these problems in a civil disorder environment. The fatigue factor must also be taken into consideration in determining the ability of the control force personnel to deal with provocation and temptation, abusive language, taunts, invitations to seduction, offers of food and drink, physical missiles, tracts, and leaflets. Studies of recent disorders reveal that the control forces tend to suffer strain, anxiety, and fatigue when they are kept on duty for extended periods of time. Rumors of violent acts committed against fellow members of the force also increase tension. After a while, they may begin to believe that they are in a war, and that all dissidents are their enemies. Sniping incidents tend to confirm their suspicions and provide assumed justification for revenge (excessive use of force, retaliation with massive firepower). In situations where the control forces become extremely emotionally involved, the commanding officers may lose control over the actions of their men. The control forces must be made fully aware of the reasons for which they have been committed—public safety reasons independent of the motives of dissidents and demonstrators. If they are not fully aware and prepared for the situation, they may act improperly or fail to act on command. Official reports stress the importance of training to develop self-discipline and teamwork.

## DISASTER AND CIVIL EMERGENCIES

Among the first steps to be taken in disaster relief emergencies is the guarding of the federal buildings, the banking district, and the prevention of looting. Ghouls and looters should be dealt with summarily. In the event of a threatened food shortage, guards should be placed over food supplies in warehouses, wharves, railroad yards, and in transit.

Working parties should be organized to succor the wounded and bury the dead. Civilians working in the ruins should be provided distinguishing marks or brassards and carry written authority.

Fire-fighting parties should be organized. If no water supply is available, the spread of the fire can be checked by demolitions and backfires. Explosives for demolition purposes should be of a type that will not start fires upon detonation. Dynamite with an insert base is particularly suitable for this purpose. The specific sanction of the local authorities should be obtained, in writing, if possible, before buildings are demolished.

The water supply should be carefully tested for and guarded against contamination. If the supply is in any way damaged, immediate steps should be taken for its early restoration.

Provision should be made to shelter and feed the homeless and destitute. All available tents should be erected in camps under military control. Tents, ponchos, blankets, and shoes will be the principal articles required. Proper camp sanitation is of vital importance.

To summarize, circumstances may dictate other forms of assistance to be rendered.

In a sudden emergency, such as an unexpected invasion or an insurrection (endangering the United States), or the occurrence of earthquakes, fires, floods, or other public calamities, the local commandant or other naval commander may have to take action on his own authority.

The purpose of intervention is to restore order and to permit local authorities to function properly. Bloodshed and the destruction of property must be avoided, when possible, with the minimum amount of force necessary to accomplish the mission. The local commander publishes rules for observance by the local population until order is restored.

Intervention falls into two categories: military aid to civil authorities, or martial law. Martial law is actually a temporary military government set up to restore order within a country or locality. In either situation the duties of the Armed Forces are much the same. Rarely has our Government proclaimed martial law; military aid to civil authority is preferred.

Civil and criminal laws continue in force when military intervention occurs. Military authorities have power to arrest any violator of these laws, or any person who does not obey orders of the military commander. Civilians arrested by military officials are turned over to civil authorities for trial. Only in exceptional cases are civilians tried by court-martial in time of military intervention.

The actions of any serviceman during military intervention are subject to review by either a civil or criminal court. Ordinarily, no military person is punished for carrying out proper orders in good faith, unless the court holds the order is obviously illegal and that any person of average intelligence should have recognized it as such. Unnecessary acts of violence by military authorities against persons or property result in punishment for the offenders.

## LOGISTIC PLANNING FOR CIVIL EMERGENCIES

Civil disturbance control operations involve special considerations for logistic support. Logistic planning covers all phases of such operations from preparation and training through termination of the mission. Planners must include provisions for necessary supplies, services, and facilities, through local procurement, if necessary. These may include provisions for food and beverages, laundry services, and sanitation facilities. Visits should be made to objective areas to determine logistics support sources and to coordinate provisions for logistics support.

The joint civil disturbance planning conducted by the civil authorities and the military should include the identification of all equipment and material assets, regardless of ownership, available within a disturbance area to supplement military resources.

## EQUIPMENT AND MATERIAL

Individual and organizational equipment assigned to your units are usually not sufficient for civil disturbance control operations. Additional equipment for individuals and units may be required and must be considered in all logistical planning. For example, vehicle augmentation may be required for units deployed without individual vehicles or for units whose missions dictate additional vehicular requirements. Further examples of additional equipment which may be needed are armored vehicles, mechanical riot control agent dispersers, floodlights, spotlights, searchlights (hand-held and vehicle mounted), night observation devices, polaroid and movie cameras, public address systems, heavy construction equipment, aircraft (especially helicopters), ambulances, first aid kits, firefighting equipment, grappling hooks, ladders, ropes, special weapons, riot batons, communication equipment, generators and individual protective equipment such as face shields and protective masks. Consideration should also be given to prestocking tentage, cots, and depending upon climatic conditions, tent stoves.

Plans should also provide for supply of barricade, roadblock materials, and equipment needed to construct, emplace, and remove barricades.

Unit commanders should employ field expedients when special protective or barrier equipment is not available. Trucks covered with woven wire and lines of civilian buses as barriers are examples of field expedients using available resources. Preparation of accompanying supplies and equipment is important for rapid reaction in emergency situations. Among the items which must be provided for are ammunition, food, water, gasoline, lubricants, spare parts, riot control agents, maps, and administrative supplies. Accompanying supplies should be developed with unit integrity in mind. A running inventory must be kept and complete inspections made as necessary. Based upon the characteristics of each item, a procedure for periodic exchange of certain items should be established. For example, bulk riot control agents, ammunition, food stuffs, and gasoline deteriorate in prolonged storage. Retention of unserviceable materials will have grave consequences in the event of an emergency. Further, ammunition should be segregated by type. In the event of a late notification of weapons restrictions, the nonessential ammunition then can be separated prior to shipment.

In addition to supplies for units, consideration should be given to supplies for the local populace. Issuing stations for rations may be established. Emergency signs printed such as FIRST AID, DANGEROUS AREA, APPROVED WATER, etc. Medical and shelter areas should be established. Units should be prepared to support themselves along with the local community in cases of a major disaster.

## CHAPTER 9

# OPERATION OF PLACES OF CONFINEMENT

At some point in your career as MA, you probably will perform duties related to prisoners. The purpose of this chapter is to acquaint you with some of the administrative and operational details associated with persons in confinement.

Confinement is a type of punishment normally imposed by the sentence of a court-martial or by non-judicial punishment (NJP). When necessary, it also may be used to restrain a person accused of an offense to ensure his presence for trial.

The Navy's correctional philosophy is that the purpose of confinement is the correction of those confined. Treatment of persons in confinement must be uniform for all and in full accord with the provisions of UCMJ. A man is sentenced to confinement as punishment; but punishment alone, in whatever form, is seldom corrective.

Motivation for restoration to duty must come from the prisoner himself, but it cannot take place where there is repression and hostility. Hazing, harassment, unauthorized exercises, unnecessary restrictions and deprivations, and demeaning treatment serve no useful purpose and are prohibited. The friction they cause creates tension and may lead to acts of aggression, retaliation, or serious disturbances. The intent of the corrections program is to restore prisoners to duty at the earliest time, better prepared to perform useful offense-free service, and thus to salvage in part the money and effort spent in recruiting, training, and correcting them.

This chapter is based almost entirely on the Department of the Navy Corrections Manual (formerly Brig Manual). Although the publication is designed mainly for designated places of confinement, the stated principles and regulations apply equally to all places of confinement. In the case of brigs, however, there is no requirement for a formal correctional program.

## PLACES OF CONFINEMENT

To accomplish the intent of the corrections program and implement sentences of confinement, the Navy utilizes a variety of confinement and correctional facilities.

### CORRECTIONAL CENTERS

A correctional center is a place of confinement established at a shore-based command and approved by the Secretary of the Navy as a naval place of confinement. (The Marine Corps uses the term correctional facility.) Correctional centers provide for the physical restraint of persons from activities within a geographic area. The restraint imposed is the result of a sentence to confinement by court-martial or commanding officer's nonjudicial punishment or, when necessary, before trial to restrain a person accused of an offense under the Uniform Code of Military Justice.

#### Brigs

A brig is a place of confinement aboard ship included in the original construction or added during an authorized conversion, that is authorized for the confinement of personnel attached to or embarked in the ship. Persons with more than 15 days of confinement remaining to be served upon delivery normally are delivered to a correctional center for confinement. Brigs are operated in full accord with provisions of the Corrections Manual as described in this chapter. Masters at Arms ensure the safety of prisoners in the brig and their release in time of emergency. When Condition One is set they release prisoners to man battle stations if directed by the commanding officer.

### Correctional Custody Units

A correctional custody unit is a regular berthing area that has been designated by the command to house offenders sentenced by NJP to correctional custody. Such units normally are not part of a correctional center complex.

### Detention Space

A detention space is any cell, room, or area other than an approved naval place of confinement used for the short term restraint or confinement of naval personnel when authorized by the senior officer present. A command having only a detention space available for the restraint of personnel may not be designated as the place where a sentence to confinement is to be served.

### Facilities of Other Services

In accordance with articles 11(a) and 58(a) of UCMJ, arrangements should be made to use the correctional facilities of the Army or Air Force for short term restraint if a naval confinement facility is not readily available. By joint service agreement, issues of health and comfort items to returned absentees and deserters held in temporary custody are charged to the operating allotment of the issuing activity.

### Civilian Facilities

Jails or other places of confinement operated by civil authorities ordinarily are not used to confine naval personnel. Prolonged confinement in a jail is particularly undesirable.

In cases of necessity naval prisoners already in naval custody may be confined briefly in federally approved jails by joint agreement between the civil authority and the cognizant commanding officer.

## LEGAL STATUS OF PRISONERS

It is essential, particularly in a correctional center, that the legal status of each prisoner be determined and clearly identified. A prisoner's work and quarters assignment and the correctional treatment he receives depends on his status.

### Detained Prisoner

A detained prisoner is a person who has been legally ordered into confinement while awaiting trial or rehearing. No person may be confined without charges. The officer ordering him into confinement indicates in the confinement order the articles of UCMJ violated and a brief description of each offense.

### Adjudged Prisoner

A person who has been tried by court-martial and sentenced to confinement is an adjudged prisoner. A sentence to confinement commences on the date it is adjudged.

### Sentenced Prisoner

A sentenced prisoner is a prisoner whose sentence has been ordered into execution following the appropriate level of review.

### Correctional Custody

Correctional custody is the physical restraint of a person during duty or nonduty hours, or both, imposed as NJP, and may include extra duties, fatigue duties, or hard labor. The status of correctional custody prisoners is similar to that of sentenced prisoners. Correctional custody prisoners are segregated from all other categories of prisoners when confined in a correctional center.

### Bread and Water or Diminished Rations

This punishment may be imposed only upon an enlisted person in pay grade E-3 or below who are attached to or embarked in a ship. Confinement on bread and water or diminished rations may not exceed 3 consecutive days. Confinement must be in a place where the person confined may communicate only with authorized personnel.

The ration to be furnished a person undergoing a punishment specifically stated as confinement on bread and water will consist solely of bread and water. The amount of bread and water authorized is not restricted and will be served three times daily at the normal time of meals for the crew.

A person in confinement on diminished rations receives a diet specified by the authority charged with the administration of the punishment, but the ration may not consist solely of bread and water unless this punishment was specifically imposed.

Whenever a sentence of bread and water or diminished rations is imposed, before the punishment is executed a medical officer must certify that in his opinion no serious injury to the health of the person to be confined will be caused by that punishment.

### Officer Prisoners

An officer is not confined in close company with enlisted prisoners. Preferably, he should be confined to his quarters or other suitable place apart from the confinement facility. If required, an adequate guard may be posted. An officer sentenced to confinement normally is confined within the jurisdiction of the officer convening the court-martial until the sentence is ordered executed. Where local facilities are inadequate, a request for designation of a place of confinement is forwarded to the Chief of Naval Personnel.

When an approved sentence of dismissal has been executed, the individual may be confined with, and otherwise handled as, an enlisted prisoner.

### Women Prisoners

Rules and regulations regarding confinement of male personnel apply to women with the following exceptions:

1. Women are not confined in confinement facilities used only for male personnel.
2. Punishment by confinement may not be imposed as NJP. (Where confinement is adjudged by other than a general court-martial, it should, as a matter of policy, be remitted by the convening or reviewing authorities.)
3. When 1 and 2 above are considred inapplicable or inappropriate, a request for designation of a place of confinement is forwarded to the Chief of Naval Personnel.

### Civilian Prisoners

Civilians subject to UCMJ who are prisoners in naval places of confinement are subject to the same rules and regulations and are accorded the same rights, privileges, and treatment as military prisoners. They are provided with medical and dental care, health and comfort supplies, and religious services in the same manner as provided for military personnel.

Civilians are not required to wear military uniforms. They are furnished adequate clothing when received without necessary wearing apparel. Work clothing is furnished when necessary.

Civilians are not expected to perform military drills or to engage in military acts of protocol. Their participation in physical training programs is optional. They are to observe regulations governing formations for meals and prisoner counts and other regulations necessary to maintain security and order within the facility.

## CONDUCT OF CORRECTIONAL PERSONNEL

The substance of the following regulations is of general applicability and should be incorporated into station or post orders governing the conduct of assigned correctional personnel.

1. Treat prisoners humanely. Abuse or any form of corporal punishment is prohibited.
2. Maintain a quiet, impersonal, but firm manner toward prisoners at all times. Profane, demeaning, indecent, or insulting language toward or in the presence of a prisoner is forbidden. Fraternization with prisoners is prohibited.
3. Do not strike or lay hands upon a prisoner except in self-defense, to prevent escapes, to prevent serious injury to person or property, to quell a disturbance, or for the purpose of searching a prisoner. In such cases, use only the amount of force necessary to bring the situation under control. In this connection experience proves that a "show of force" may prevent an unwanted incident. For example, when escorting a troublesome prisoner to his cell, he may be tempted to resist one guard, but will go peaceably if escorted by two or three, since resistance obviously would be useless.
4. Be alert to detect and prevent an escape; exert the upmost effort to apprehend an escaped prisoner.
5. Do not bring or permit others to bring contraband into the facility, nor give to or make contraband accessible to prisoners. Anything not issued to prisoners or authorized for their use is contraband.
6. Do not solicit or accept any personal favors or service from a prisoner.
7. Do not give or receive from any prisoner anything in the nature of a gift or promise

of a gift, or in any manner buy, sell, or barter any article with a prisoner.

8. Do not extend or promise to a prisoner any special privileges or favors not available to all prisoners, nor furnish prisoners with information except through official channels.
9. Information pertaining to a prisoner's service record, offense, personal history, or private affairs, is for official use only. Do not discuss such information except with authorized individuals requiring it in the performance of their duties.
10. Do not in any way use your duty assignment to establish new social contacts with friends and relatives of prisoners.
11. Rendering of military salutes by confined personnel is in accordance with naval customs, traditions, and usage. No special restrictions are imposed as a result of confinement. An escort supervising prisoners does not salute except when spoken to by an officer, or during honors to colors. At these times the escort will take precautions necessary to maintain control of prisoners before receiving instructions or rendering the hand salute.
12. Set a high standard of military bearing and appearance.

## COMMITMENT OF PRISONERS

Master at Arms may not refuse to receive or keep any prisoner committed to his charge by an officer of the Armed Forces when the committing officer furnishes a statement, signed by him, of the offense charged against the prisoner. The commanding officer, however, may establish a maximum prisoner population that is not to be exceeded. Commands using the correctional center comply with local instructions in regard to what must accompany an individual to confinement and the procedures to be followed prior to commitment.

In compliance with MCM, para. 20d(3), no person is to be confined without a written confinement order, with offenses indicated, and signed by the commanding officer or his designated authority. Designated authority may be the duty officer, officer of the day, and other officers and chief petty officers so delegated.

The Confinement Order will clearly identify the man to be confined and in abbreviated form show the offense(s) of which he is accused or convicted, such as:

"Art. 80 Attempt escape from conf."
"Art. 86 UA 3 June-26 July 73 (53 da) appr FBI"

The "Offense" portion of the Confinement Order must be specific because the details assist in proper evaluation of the prisoner and may influence his custody classification. The term "safekeeping" is not a reason for confinement and may not be used as substitute for an offense. When the reason for confinement changes, e.g., when a prisoner who has been confined on an alleged violation of the UCMJ (pretrial) is adjudged by courts-martial and sentenced to confinement, a new confinement order is prepared by the senior member of the court-martial or military judge reflecting the change of prisoner status. The Confinement Order is delivered to the confinement facility at the time the prisoner is reconfined. If confined as punishment, the order shows the date confinement begins and by what authority imposed. If confinement under nonjudicial punishment (not to exceed 15 days) is imposed at sea and deferred, it shows the date imposed, the date it is to begin, and reason for deferment.

## PHYSICAL EXAMINATION

Prior to acceptance for confinement, a prisoner receives a physical examination. The examining medical officer certifies the prisoner's fitness for confinement on the Confinement Order, indicating any physical limitations to full duty performance and noting the presence of cuts, bruises, or unusual marks. The prisoner is examined upon permanent transfer to another confinement facility and upon reconfinement following permanent release, regardless of the length of time following such permanent release.

Prisoners received in transit for further transfer to another confinement facility are not placed on the rolls of the command at the intermediate stop and normally no physical examination is required. The receiving intermediate command may require a physical examination for individuals whose physical condition or state of health indicates this to be necessary.

## PRISONER DATA CARD

Upon receipt of a prisoner, an entry is made in the facility log giving the name, social security number, rate or grade, service organization, offense, date and time of receipt, and other pertinent remarks, such as physical condition.

A prisoner data card is completed and kept current for every prisoner committed.

Commanding officers operating confinement facilities establish procedures to assure the accuracy of all data on the prisoner data card. In the event of missing health and pay records, duplicate or temporary records are opened immediately.

## PERSONAL PROPERTY

Valuables and personal effects, other than those which prisoners are permitted to keep in their possession, are taken up and receipted for on funds, personal property, and valuables inventory form. Armed Forces Identification Cards are not retained by prisoners.

Prisoners are not permitted to retain in their possession money, jewelry, or similar negotiable personal property of value. Wedding rings and religious medals are permitted, and the commanding officer may authorize retention of other items of low intrinsic value. Items not approved for retention are retained by the custodian. Such objects as wallets, snapshots, keys, and letters having no intrinsic value to justify additional protection are not accepted for safekeeping as valuables but may be retained with the prisoner's personal effects.

The personal property clerk must accept and preserve or otherwise properly dispose of all personal property taken from a prisoner upon confinement or received by him during confinement, and inventories it in the prisoner's presence. The itemized inventory form lists the quantity of each item received, its description, identifying marks, and other pertinent information. It is signed by the person who inventories the property and by the prisoner. A signed copy is delivered to the prisoner for retention during his confinement. Items listed on the inventory form are placed in appropriate containers, labeled or tagged with the individual's identification, and properly stored, preferably in a room used only for that purpose; only the personal property clerk should have access to that room. Prisoners never have access to other prisoners' personal property.

## ELEMENTS OF THE CORRECTIONAL PROGRAM

The fact that offenders have violated the Uniform Code of Military Justice indicates unsatisfactory adjustment to the service. Many have offended not only because they cannot handle their own problems in an acceptable manner but also because of failure to realize or to accept their responsibilities as adult citizens. The majority of naval prisoners are young, have less than a high school education, and are guilty of some form of unauthorized absence.

The objective of the corrections program is the training and motivation of individuals so that they can be returned to duty as more effective members of the service, or, barring that, the preparation for return to civilian life as productive citizens.

Motivation for restoration to duty must come from the prisoner himself. It can be developed only in an atmosphere conducive to learning. It cannot take place where there is repression and hostility. Discipline is based on mental, moral, and physical training, resulting in a willing desire to perform and behave in an acceptable manner. The same principles of leadership and supervision that are utilized in military units apply to correctional centers.

Each prisoner takes part in the correctional program. The extent of participation depends upon his status, but he is expected to work and to participate in some aspect of training. All prisoners are given the opportunity to participate in the counseling program and other opportunities for self-improvement in order to assist them in future adjustments to military or civilian life.

## EMPLOYMENT AND WORK ASSIGNMENTS

Prisoners should be employed in useful work or assigned to other full-time training. Idleness is kept to a minimum. Every effort should be made to develop worthwhile work projects and eliminate "make work" projects such as shining of brass that already sparkles. This reduces the requirement for escorts and provides employment for men who are considered custody risks. Prisoners should be permanently assigned to specified work details, assignents being changed as required to meet the needs and status of the individual.

The work and training of prisoners should not be less strenous or demanding than that of other personnel at the same naval activity, but should not be so rigorous as to interfere with the prisoner's daily need for sleep or to be detrimental to his health. Working hours for prisoners normally conform to those of the station, Sundays and [illegible] holidays are days of rest except for [illegible] housekeeping and policing.

Any productive work that is a suitable work assignment [illegible] within a prison may be used for prisoners. Work programs [illegible] prisoners and benefit the Government. [illegible] must be exercised in assigning [illegible] types of jobs, and supervisors must be competent and appropriate to the custody [illegible] of the prisoners and to the [illegible] employment must always be provided. [illegible] work for prisoners includes maintenance and repair of the facility, salvage, reclamation of Government property, services performed for nearby Government installations, manufacture of articles for Government use, participation in schools including vocational training and, for those qualified, instructing other prisoners under the supervision of duty personnel.

Prohibited Prisoner Employment

The following prisoner work assignments are prohibited:

1. Duties placing one prisoner in authority over another prisoner.
2. Duties that are for the exclusive benefit of a private individual or organization.
3. Work that is inherently dangerous or [illegible] to the prisoner, except in emergency situations where military personnel would be expected to perform such work.
4. Assignments that require the handling of or access to [illegible] [illegible] [illegible] security equipment (e.g., [illegible] material, and personnel records).
5. The manufacture of articles for use by private individuals or organizations.
6. Prisoners cannot be required to [illegible] duty hours of training [illegible] as punitive measures except as provided for under [illegible] procedures.

Employment of Sentenced Prisoners

1. Prisoners whose sentences have been finally approved and ordered executed are assigned to work and other aspects of the [illegible] on an unrestricted basis. [illegible] are also eligible for [illegible] in work and training, but they shall be [illegible] from other prisoners. While [illegible] prisoners whose sentences have been [illegible] are serving confinement [illegible]

work assignment should be commensurate with his training and skill, needs of the service, and potential value to the man.

When a prisoner has been approved for base parole, the corrections officers will explain the conditions of parole and counsel the prisoner concerning his responsibilities and privileges and the purpose of parole. In addition, a parolee agreement is executed. The agreement, which is contractual in nature, lists the privileges the prisoner receives, the obligation he assumes, and normally includes restriction to certain limits. A prisoner may not be coerced into signing a parolee agreement. A parolee pass is issued to each parolee.

A base parolee goes to, remains on, and returns from his regular assignments of work and training without supervision. While on assignment, his uniform does not identify him as a prisoner. Parolees should be quartered outside the correctional center.

Supervisors to whom parolees are assigned make periodic work and training reports to the corrections officer and contact the latter immediately should any unusual or doubtful situation occur. The corrections officer may revoke the base parolee status of a prisoner at any time for cause.

## PRISONER TRAINING

The scope of correctional training provided during confinement should be as extensive as the available staff and facilities allow, as varied as the individual needs of the prisoners, and limited only by their capacity to benefit. The primary purpose of all training during confinement is to help the offender to learn good habits of living and working with others in a group. If he is released without having improved in this respect, neither the service nor the man has gained any benefit from his confinement.

### Academic Education for Prisoners

The majority of prisoners have not finished high school and, although generally of normal intelligence, have promotional difficulties because of reading and mathematical deficiencies. Prisoners should be encouraged to continue their academic training, and courses of instruction should be developed to assist them. Provisions should be made for general educational development tests to be given to prisoners after they have been given an opportunity to improve themselves in the area in which they are deficient. The services of the educational services officer should be utilized to the maximum in educational development.

### Military Training of Prisoners

Prisoners who may benefit should be assigned to a regular course of study to prepare for advancement. Even when sentenced to reduction in rate, the increased knowledge a prisoner gains in his specialty may result in a better assignment after his release, and will prepare him for promotion when eligible. Most important, the increased knowledge will give a feeling of self-confidence which many prisoners do not have.

It is neither necessary nor expected that the staff will include instructors qualified in every military specialty which may be represented in the prisoner population. Self-study courses should be made available through the Naval Education Training Program Development Center and Marine Corps Institute. Prisoners should be encouraged to enroll in appropriate courses and should be provided a quiet space, or a space which is supervised to ensure quiet and good order, for study during regularly scheduled periods. Base parolees may take part in any training being conducted on the base for which they are qualified, including recruit training, and may be assigned to shops and other facilities to improve their vocational skills.

### Vocational Training of Prisoners

Prisoners to be released from the military service shall be afforded all practicable assistance in preparation for employment in civil life in accordance with their individual needs. They may also be provided appropriate training under special programs, such as Project Transition, if custody classification permits.

### Physical Training for Prisoners

Physical training for prisoners shall be in accordance with current directives for physical fitness programs promulgated by the Navy and Marine Corps. Physical training should be under the direct supervision of a senior noncommissioned officer or petty officer and the requirements for individual prisoners shall be those of his own service. Physical fitness tests should be required during confinement in order that individuals are physically qualified for duty upon release.

## INTERNAL SECURITY MEASURES

Relative to internal functions of a place of confinement, there are certain specific areas that must be given attention and procedures therefore are set forth by orders and directives that reflect the routine methods of accomplishing the desired objective of overall security by routine but well-understood methods of operation.

## PRISONER COUNTS

An accurate and continuous count record must be maintained at all times. Each person having responsibility for prisoner supervision must know not only how many prisoners he has at all times, but exactly where each one is.

A minimum of 3 scheduled counts of prisoners is made daily (reveille, end-of-work day, and taps), and the count and time entered in the daily log. More frequent counts may be required depending on prisoner population and physical characteristics of the facility. In addition to scheduled counts, work and quarters supervisors make irregular but frequent checks of prisoners under their supervision. Prisoners do not move about during the night. There are periodic bed checks at night, but prisoners are not awakened for this purpose. Counts are scheduled at times which will not interfere with work, training, or recreation schedules.

Each member responsible for taking the count records his count and reports it to the control center for verification against the master record of the running count. The supervisor personally counts the prisoners rather than allow them to count themselves.

The person counting must actually see the prisoners, and other than for bed checks, see him move, to ensure that a person is being counted. In dormitories or large areas, one man should make the count while another observes and assists to ensure that there is no movement among prisoners.

Emergency counts are conducted whenever it is suspected that a prisoner is missing, after a disturbance, or when deemed necessary due to periods of limited visibility caused by fog, power failure, or other special circumstances.

## CORRESPONDENCE AND VISITING

Correspondence and visiting are vital facets of a corrections program. The interest of family and friends is of value in encouraging the prisoner to improve his behavior and return to duty. Contact with interested persons decreases the prisoner's feeling of isolation and reduces his anxiety, making him more amenable to corrective techniques. Prisoners, therefore, should be encouraged to correspond and visit with family and friends.

The fewest possible restrictions are placed on correspondence of prisoners whose sentences have not been finally reviewed and ordered into execution. Under no condition will any prisoner be prevented from consulting or corresponding with counsel; maximum security, administrative, and disciplinary segregation requirements notwithstanding. Arrangements will be made for the privacy of any consultation between the prisoner and his counsel. Prisoners are not required to answer any but official correspondence or to receive any but official visitors.

The prisoner's fiance and members of his immediate family are uniformly approved as correspondents unless disapproval is required in the interest of safe administration or the prisoner's welfare. Friends and relatives who express a sincere interest in the individual should also be approved. No limitations will be imposed as to the number of persons who may be approved for the purpose of corresponding with a prisoner.

All prisoner mail, both incoming and outgoing, is subject to inspection. Inspection will include the search of mail for contraband. The reading of all incoming and outgoing mail is not required. Only mail of prisoners presenting special problems should be read.

A prisoner's consent is required prior to inspection of his incoming mail. Prisoners desiring to receive mail from friends and relatives shall sign the statement on the Mail and Visiting List consenting to inspection at the time of their commitment. A prisoner who refuses to sign the consent statement has his incoming mail retained unopened until his release, or at his option, returned to the sender. He is permitted to write letters subject to outgoing inspection. Prisoner consent is not required for the inspection of outgoing mail since such mail has not entered the U. S. postal system.

The commanding officer appoints mail supervisor/clerks in writing. The appointing letter includes appointment as an authorized custodian of prisoner funds and valuables which may be enclosed in correspondence. In no instance are prisoners allowed to inspect or handle mail.

### Rejection of Mail

Incoming mail should not be rejected except for cause. Mail is not returned to the sender unless absolutely necessary. Where mail is returned to the sender a letter should be written explaining the reasons for its return. Normally, any letter which does not violate common courtesy and good taste should be given to the prisoner. This includes letters from persons not on the prisoner's authorized correspondence list. Incoming and outgoing letters which contain offensive language, are derogatory towards identified officials, or discuss other prisoners, should be rejected. In cases where such letters are written by the prisoner, the counselor or corrections officer should discuss the matter with him. In some instances a letter may be a breach of discipline and require disciplinary action. Enclosures are covered by the same criteria as the basic letter.

Additional criteria for rejection of mail are:

1. It is illegible or contain references, innuendos, or codes which lead to the conclusion that it violates security.
2. It violates postal regulations, such as by obscenity, threats, or blackmail.

When contraband is found in letters it must be inventoried, receipted for, and stored the same as the prisoner's other personal property, funds, and valuables which he is not allowed to have in confinement. The letter, however, is delivered if approved.

### Packages

The commanding officer may authorize prisoners to receive Christmas, birthday, and special purpose packages provided the prisoner has instructed the sender what articles or types of items are acceptable. Allowance should be made for packages sent before the sender was informed of the restrictions. If contraband is found in a package, it is inventoried, receipted for and disposed of in the same manner as the prisoner's other property which he is not allowed to have while in confinement. Prisoners may not receive patent medicines, drugs, or other medications through the mail. Packages and other mail to prisoners known to be narcotic or marijuana users, or former vendors, should receive particularly careful attention.

Prisoners are permitted, if the period of confinement is of sufficient length to receive publications, to subscribe to newspapers and periodicals. Newspapers and periodicals subscribed to prior to or during confinement are delivered to the individual during regular mail call. These items, when received from the publisher, need only be spot checked as the introduction of contraband through this means is unlikely. Restrictions on newspapers and periodicals authorized for prisoners should be no more stringent than those imposed on station personnel by the command.

### Privileged and Official Mail

All correspondence between a prisoner and the following is privileged and not subject to inspection, nor should prisoners be interviewed in connection with privileged mail prior to its being sent out.

1. The President, The Vice-President, Members of Congress, the Attorney General, the Judge Advocate General or his representatives, his defense counsel, or any military or civilian attorney of record;
2. Any attorney, listed in professional or other directories for the purpose of establishing an attorney-client relationship; and
3. His clergyman, when approved by the chaplain.

If there is a reasonable doubt that an incoming letter is from a privileged source, even though it appears to be, it may be opened and inspected to ensure that it is genuine. Otherwise, incoming letters from any of the above will be delivered unopened, and outgoing letters will be sealed by the prisoner. Care should be taken to ensure that outgoing sealed letters bear the correct address for the addressee named.

Letters to authorities of the military establishment shall be sent through channels in accordance with regulations governing official correspondence. Letters containing accusations, requests, or complaints are forwarded through proper channels to officials who have the authority to take appropriate action. Petitions or writs for release addressed to proper authority are forwarded directly rather than through official channels. Other special purpose correspondence may be permitted at the discretion of the commanding officer.

### Visiting

The same persons approved as correspondents should generally be approved as visitors. Visits by an unmarried woman under the age of 18 should not be permitted unless she is accompanied by her parents or one of the prisoner's parents. The Mail and Visiting List is used to list authorized visitors and to record visits. Visits are also recorded in the visitors log.

Each confinement facility should have a furnished room or area for visiting; informal or lounge type furnishings are most desirable. The visiting room should be inside the facilities perimeter security. Areas presenting obviously harsh security features such as steel bars and security mesh are avoided. The mess hall, offices, or other area may be used when a more suitable place cannot be provided.

Supervisors of visits must have complete visual control of the visiting room to ensure compliance with regulations on security and conduct. Supervisors in the visiting room are not armed. The supervisor should be courteous and businesslike in his relationship with visitors, but he must not discuss the prisoner, his conduct, or offense. Visitors with legitimate inquiries should be referred to the person authorized to furnish such information. If asked, the supervisor may inform the visitor of the rules governing packages, gifts, and the length and frequency of visits allowed.

Prisoners are instructed in security and conduct regulations affecting visiting and are directed to inform their visitors of these requirements. The prisoner is held responsible for his own conduct and that of his visitor. Only conduct which is in good taste in public is permissible. This requirement is not intended to preclude an embrace and kiss at the beginning and at termination of visit within the bounds of good taste.

Visitors are not permitted to give anything directly to prisoners. Gifts may be accepted by personnel in charge of visiting and turned in to the mail inspector who will give approved items to the prisoner. Other items are receipted for and stored as personal effects. The passing of any item between prisoners and visitors, without permission, may cause immediate termination of the visit, and appropriate action in the case of the prisoner.

Provision must be made for the secure stowage of unauthorized items in the possession of visitors. A locker system, similar to that in common use for storage of luggage in public transportation terminals, is suggested as a method for secure stowage, with the visitor retaining the only key until the visit is terminated.

Visitors are not searched. When it is determined that a visitor has contraband articles, and the deposit of contraband articles is refused, the visit is not allowed. An entry in the facility log indicates the visitor's name and the reason for disallowing the visit.

Visiting periods are established and included in the plan of the day at correctional centers/facilities on all nonworking days. As a minimum, prisoners are permitted to receive visitors for at least one hour on each visiting day. Reasonable exceptions as to time and length of visits can be made for visitors who may have traveled a long distance or for some reason cannot visit on regular visiting days or during regular visiting hours. No limitations are imposed as to the number of persons who may be approved for the purpose of visiting with a prisoner, except as to maintain security and control.

## CONTROL OF PRISONER MOVEMENTS

Activities and movements of prisoners must be orderly, punctual, and well-supervised. Military formations and procedures are excellent control measures and are utilized when appropriate.

### Security Supervisor

The security supervisor controls movements of prisoners within the security perimeter of the facility. He may be assigned to posts at control points such as gates within the facility or at perimeter control points such as sallyports, towers, and entrance gates. The utilization of these billets should provide for custodial supervision of all mass movements (messing, recreation, movies, etc.) and control traffic flow into and from the security perimeter of the facility.

### Prisoner Escort

A prisoner escort is responsible for maintaining appropriate custodial supervision over assigned prisoners for the purpose of moving them from one location to another and supervise the work, conduct, and maintain custody of work parties and formations outside of the security perimeter. Every effort should be made to encourage administrative, legal, and official interviews and visits to be conducted within the correctional center reducing the security hazard of taking prisoners out of the facility and the need for escorts.

### Prisoner Passes

A system of passes should be established to control prisoner movements without escort inside the facility. Passes may be used for interviews, appointments, job assignments necessitating the prisoner's leaving the regular work detail, and for other special purposes. Passes bear the name of the prisoner, the time of issue, the purpose of the movement or the destination, and the time of return. They are issued only by persons designated by the corrections officer. The pass system must include provisions for regular and emergency passes, control passes, and the return of passes at the completion of the interview or appointment.

## INCIDENT REPORTS

Incidents relating to the operation of a confinement facility or prisoner treatment that may result in adverse publicity or inquiries are reported to the Chief of Naval Personnel. Reports of serious incidents such as a riot, sitdown strike, suicide, and prisoner maltreatment are made immediately by the most rapid means available.

Although physical preparation and submission of incident reports is an administrative function, be especially alert whenever an unusual event takes place in your presence. Being on the scene, you may be required to identify individuals concerned and describe circumstances surrounding the incident.

## TRANSPORTATION OF PRISONERS

Transfer of prisoners between naval places of confinement must be accomplished in the most inconspicuous manner possible.

## ESCORTS

The transfer of prisoners from one confinement facility to another should be performed by personnel who have had specialized training and experience in this type duty. Clear and detailed written instructions should be provided escorts to ensure proper delivery. Escorts are carefully selected for maturity, ability to handle emergencies, and physique. They are to be thoroughly indoctrinated prior to assignment. Commands with frequent prisoner movements should provide a pool of escorts and formalize their training. Each trip should include at least one escort who has been over the same route by the same transportation. When transporting maximum security or serious-behavior-problem prisoners, the corrections officer should recommend that a member of the staff who knows the prisoners be included in the group of escorts. In some cases it is desirable to include medical personnel. Prisoner escorts included in correctional center allowances are intended to discharge certain administrative functions of the confinement facility such as escorting offenders to work, dispensary, courts-martial, mess, etc., and should not be used to escort prisoners to another station, or to pick up stragglers and deserters.

Arming of prisoner escorts and use of instruments of restraint in the transfer of prisoners are avoided except in case of maximum custody prisoners whose possible escape may pose a threat to life, personal injury, or destruction of property. Under extreme circumstances, and with the specific approval of the commanding officer, prisoners may be placed in restraint and under armed escort when it has been determined that the following procedures, in order of precedence, will not suffice:

1. Assignment of additional escorts within feasible limits. Prisoners not under restraint and escorts unarmed.
2. Utilizing restraining devices appropriate to the circumstances. Escorts will be unarmed.
3. Escorts armed. Under no circumstances will escorts be armed unless the prisoner is under restraint of at least handcuffs. When firearms are carried they must be kept in a safe and secure place or on the person of an individual who will not, during the entire trip, come in direct contact with the prisoner. Firearms are not carried by any escorting individual within a car, plane, bus, or train unless positive precautions have been taken that will ensure avoidance of contact between prisoner and escort.

## MEANS OF PRISONER TRANSPORTATION

Maximum use should be made of spaces available on military aircraft including Military Airlift Command; and administrative, proficiency, and Reserve training flights.

### Commercial Air

Chartered commercial aircraft are used to transport prisoners whenever possible. Federal and state laws, airline regulations, and instructions issued by the Department of Defense and the Department of Transportation must be adhered to in relation to the use of armed guards, carrying of weapons, number of escorts required, etc., on commercial aircraft. Coordination of travel details are made with the airline(s) in advance when planning transportation of prisoners and guards. Prisoners who may become violent or abusive are not transported on scheduled airlines, nor are groups of more than eight prisoners.

### Rail and Bus

The use of rail or bus is authorized, although these are not considered as desirable as air transportation because of distances, time involved, need for additional escorts, undesirability of exposing the prisoners to public view, and the security risk involved at each stop. If the size of the drafts warrant, a chartered bus or private accommodations have many advantages. Chartered buses should be equipped with a toilet to eliminate comfort stops with resulting display of prisoners to public view and the inherent security risk involved. Box lunches are recommended to eliminate stops for meals.

### Government Vehicle

A government-owned bus or other vehicle should be used for short trips. A frequently used bus or vehicle should be equipped with security screens for protection of escorts and driver and to reduce the number of escorts required. Buses should be equipped with a portable type toilet to eliminate comfort stops.

### Prisoners from Overseas

Prisoners from overseas should be transported by naval vessel or military aircraft, if space is available. Qualified escorts may be assigned from among personnel returning to CONUS on normal rotation or honorable separation. Prisoners should be delivered to the command located at or near the port of entry that operates a naval place of confinement.

### Security Procedures

Escorts are responsible for security enroute to the destination. Prisoners must be searched by the escorts prior to departure to ensure that they have no contraband items. Items that prisoners may not have in their possession include such items as identification cards, money, sharp instruments, tools, keys, civilian clothing. Supervision must be continuous during transportation to prevent a prisoner from obtaining contraband items that may aid him in taking hostages and/or hijacking the common carrier used. The officer or escort in charge should be present when prisoners are dressed out and should thoroughly search them. All clothing should be removed. No part of the body where contraband might be concealed is to be overlooked. The hair, mouth, between the fingers and toes, soles of the feet, as well as all bandages, dentures, custom built shoes, canes, crutches, artificial arms and legs, etc., will be thoroughly inspected. When the search is completed, an entirely different outfit of inspected clothing should be furnished. Great care must be taken to ensure that prisoners do not acquire any unauthorized item after the search has been completed.

### Illness Enroute

In the event a prisoner becomes gravely ill enroute with no medical assistance available, arrangements should be made for examination by a qualified medical officer as soon as possible. If the prisoner is unable to continue the trip he should be taken to the nearest military hospital and a receipt obtained for him.

### Loss of Prisoner in Transit

If a prisoner dies in transit notify the driver, conductor, or pilot immediately. A body must be removed from a train or other conveyance within the state in which death is first noted. The coroner and the FBI should be notified as soon as possible. If death occurs by violence or other unusual circumstances the nearest available law enforcement officer should be notified.

If a prisoner escapes while being transferred, the officer or escort in charge should exhaust resources immediately available to him in apprehending the prisoner, then take immediate action to contact the nearest law enforcement agency.

Under no circumstances should supervision of other prisoners be relaxed in order to pursue an escaping prisoner.

### Trip Report

A written report must be submitted by the senior escort at the conclusion of the trip. This report is submitted to the commanding officer of the correctional center responsible for coordination of the transfer.

## PRISONER SECURITY, CUSTODY, AND CONTROL

A primary purpose of a confinement facility is the secure custody and control of prisoners. The control of prisoners is effected by impartial enforcement of reasonable rules and regulations necessary for safe and orderly operation of the facility. Custody and control measures must be adequate to maintain good order and discipline and to protect the welfare of staff personnel and prisoners.

A sound system of security, custody and control depends upon a number of procedures that must be established in each facility. The measures discussed in this chapter, when correlated with the other elements of the corrections program, should provide a positive approach to a well-managed confinement facility.

### PERIMETER SECURITY

Fixed posts may be maintained to ensure that vehicular and pedestrian traffic is permitted to enter or leave only upon suitable identification and inspection. Armed perimeter sentries are not required when internal security is adequate except in emergencies. When sentries are necessary, the following procedures should be observed:

1. Sentries outside the compound should be located so as to have an unobstructed view of the enclosure, all approaches to it, and to their own posts.
2. Armed sentries should not be in direct contact with or accessible to prisoners.
3. Elevated platforms or towers are preferable to roving perimeter patrols.

### INTERIOR SECURITY

Security measures inside the confinement facility are the day-to-day control and supervision procedures designed to facilitate the movements of prisoners, to assure control of their whereabouts, to guard against violation of rules, and to promote discipline and good order while the corrections program is carried out. Posts must be established at key points to provide for these security and control procedures and to provide for protection and personal safety of prisoners. Key points are in quarters, at entrances, and in work and recreation areas. Provisions must also be made for supervision during meals and other activities.

Frequent unscheduled visual and functional inspections are made of all locks, bars, windows, doors, and other security equipment to determine that they have not been tampered with and are operating satisfactorily. Written reports of the inspection revealing any tampering or faulty equipment are made to the corrections officer.

### POST INSTRUCTIONS

The commanding officer issues written orders for each post, stating clearly the security and supervisory functions and special requirements of the post. Written orders provide specific information for the post and ensure that procedures will be uniform regardless of changes in personnel. They also ensure that staff members will know what is required of them on the post to which they are assigned. All orders must be kept current and readily available so that staff members may familiarize themselves with the contents prior to taking over their assigned post.

### CONTROL OF CONTRABAND

Any article not issued to a prisoner or authorized for his use is contraband. Contraband items are a continual source of trouble and a hazard in any confinement facility and will be confiscated. Money and Armed Forces Identification Cards are contraband items that must not be in prisoners' possession as they may be used in escape attempts. Cleaning supplies, insecticides, anti-freeze, and other materials may cause death, blindness, or other permanent disabilities. The closest control of such items must be assured at all times. Contraband items can be controlled through close supervision and frequent searches. Unscheduled searches of prisoners, cells, prisoner work areas as well as other areas, vehicles, deliveries, and shipments are an absolute necessity and must be faithfully carried out.

### Search of Prisoners

All prisoners must be made to understand during the reception phase that they, their quarters and their work areas are subject to search at all times during their stay in confinement. The introduction of contraband will be controlled by searching prisoners upon entering the facility and at such other times as necessary to maintain proper security. Searches should be conducted in a dignified and businesslike manner. There are two general types of search, frisk and complete.

In the frisk method, the prisoner first removes his hat, places in it all contents of his pockets, and holds it in one hand. He then stands with his legs about two feet apart and arms outstretched, with his back to the searcher. The searcher frisks, by running his hands over the clothing and into pockets, both sides simultaneously, arms from shoulders to fingertips, back underneath the armpits, down the body and around hips, front and back, around shoe tops and ankles, and up the inside of the legs to the crotch. He then inspects each item in the hat, handing each to the prisoner, and finally checks the hat itself and returns it. The requirement that prisoners assume exaggerated positions in spread of legs and placement of hands against bulkheads, the use of force in the frisk, and slapping the buttocks on completion, are prohibited. A careful frisk takes time, but a careless one is useless. Rather than hurrying through the frisk of every prisoner every time he enters the security perimeter of the facility, it is better to spend the same total amount of time carefully frisking every other, every third or every fourth prisoner, or a careful frisk one time and none the next. However, the schedule must be varied, and the search always unexpected or prisoners will learn the routine and may bring contraband when they know they won't be searched.

The complete search will rarely be used except in admitting new prisoners and in special cases requiring extreme caution in the control of contraband. The complete search is made in privacy, and the searcher has another staff member present as a witness. In this search the prisoner removes his shoes and all clothing. Clothing, personal effects, and body must be carefully searched. Internal examination of the body orifices, when required, are made by medical personnel. Personal property and items of clothing that new prisoners will be permitted to retain while in confinement are also closely searched to prevent the introduction of contraband.

### Search of Quarters

Living quarters are subjected to a thorough search from time to time on a nonscheduled basis. In conducting such a search a definite plan should be followed. Prisoners should not be present during the search nor be permitted to see how it is conducted. If prisoners are occupying the area to be searched they should be called to attention and marched out of the area, each being searched on leaving. All authorized articles should be handled carefully and replaced when the search is completed. Care should be exercised to avoid any disturbance of prisoners' effects. When contraband is discovered a report must be written listing the items and covering concisely the circumstances of the discovery. The contraband items along with the report are turned in to the responsible officer.

## REGULATIONS FOR PRISONERS

Regulations covering various routines applicable to prisoners should be thoroughly explained in the indoctrination period. This is an important part of preventive discipline. It should be realized that the newly arrived prisoner is in an unfamiliar environment. He must be informed of the limitations placed on his activities and also the opportunities available to him for self-improvement.

Each new prisoner is provided a copy of rules governing prisoner conduct and he is instructed in their meaning as part of his indoctrination training. Written regulations on such subjects as daily routine, mail procedures, and schedule of special activities, should be prominently displayed at all times in places accessible to prisoners. They should be reasonable, clear, and easily understood by persons of limited reading ability.

Rules for prisoners should cover essential elements of the confinement facility's correctional program and daily routine. They should also make reference to the fact that:

Prisoners, like other servicemen, are subject to UCMJ.

Any conduct which is disruptive of orderly procedures will be considered a breach of discipline (fighting, horseplay, etc.).

The possession of contraband is forbidden. Contraband shall be clearly defined. A list of the different classes of articles authorized for prisoner use should be furnished each prisoner.

Escape, attempted escape, or aiding another to escape are serious offenses to which severe penalties apply.

Each prisoner is expected to comply with the regulations and told that any willful attempt to circumvent them will be punishable as a breach of discipline.

## ADMINISTRATIVE DISCIPLINARY MEASURES

One or more of the following disciplinary measures may be imposed on a prisoner for misconduct.

### Reprimand or Warning

The official action taken as the result of a formal report of misconduct and recorded as a part of the prisoner's conduct record.

### Deprivation of Incentives

The incentives subject to deprivation or reduction by disciplinary action are those established to encourage good conduct. Attendance at religious services, receiving visitors, correspondence, and smoking, which are basic to the morale and welfare of prisoners, is not restricted unless the misconduct is directly related to them and restriction is necessary.

### Extra Duty

Extra duty is not to conflict with regular meals, regular sleeping hours, attendance at scheduled religious services, or interviews with authorized persons (e.g., chaplain, medical officer, legal counsel) or with regular visiting hours. Extra duty consists of constructive and useful work. The work to be accomplished is specified in writing by the corrections officer.

### Forfeiture of Good Conduct Time

The commanding officer may forfeit any or all of the prisoner's good conduct time earned up to and including the month of unsatisfactory conduct. He may subsequently restore good conduct time ordered forfeited by himself or another commanding officer. Suspension of a forfeiture of good conduct time for a probationary period is authorized.

### Disciplinary Segregation

A prisoner in this category is confined in a single occupancy cell in a place where the prisoner cannot communicate with unauthorized persons (those in the same status are not unauthorized persons), and denied all incentives. Disciplinary segregation is a major administrative disciplinary measure which should be imposed only on extremely recalcitrant prisoners. Prisoners in disciplinary segregation have their meals served in their cells. The medical officer certifies in writing that disciplinary segregation will not result in injury to the prisoner's health. Prisoners in disciplinary segregation are permitted to receive visitors and correspondence and write letters except when the misconduct is directly related to these privileges and denied in writing by the commanding officer. Prisoners are not released from their cells to attend religious services or participate in recreational activities. Assistance in observance of denominational requirements in spiritual matters should be provided in cells when appropriate. A short exercise period should be granted daily when the prisoner's behavior is satisfactory. Shower privileges may be granted when the prisoner's behavior is satisfactory.

Time required to gain the cooperation of prisoners differs greatly. Disciplinary segregation should not be ordered for a fixed period of time, but should be terminated as soon as the prisoner demonstrates that segregation has served its purpose. The duration of confinement in disciplinary segregation is determined by the commanding officer.

### Inspection of Segregation Units

Prisoners quartered separately in disciplinary or administrative segregation are kept under close supervision. Special precautions are taken in equipping, inspecting, and supervising their quarters to prevent escapes, self-injury, and other serious incidents. They are sighted at least once each half hour by a staff member and visited daily by the medical officer and the corrections or custody officer. Each sighting of and visit to separately confined prisoners is officially recorded and includes date, time, name of official or staff member, and any appropriate remarks. An inspection record of prisoners in segregation is used to record visits to segregation units.

The disciplinary segregation unit normally is a small group of cells separated or isolated from the remainder of prisoner living quarters. Prisoners are awarded disciplinary segregation by the commanding officer for punitive or disciplinary reasons when reprimands, loss of privileges, and similar measures have been tried without success and when the infractions are not serious enough to warrant a court-martial.

The administrative segregation unit is a group of regular cells used to house those prisoners who have serious problems of adjustment, are highly temperamental or emotional, antisocial, or who cannot get along with other prisoners. Administrative segregation is not a punitive measure. The distinction between administrative segregation and disciplinary segregation is occasionally confused when a prisoner is segregated for a short period of punishment and is then placed in administrative segregation for an indefinite period for the general good of the facility. It is essential that prisoners understand their status at all times. Prisoners are assigned to administrative segregation by the corrections officer and their normal privileges are not restricted within the limits of their custody classifications.

## CONTROL OF SPECIAL CLASSES OF PRISONERS

Among prisoners there are usually some who, because of personality disorders, behavior abnormalities, or other traits of character, require additional supervision and special attention. The commanding officer may authorize administrative segregation for such prisoners for purposes of control, prevention of injury to themselves or others, or for the orderly and safe administration of the confinement facility.

Administrative segregation normally is served in a cell or a room away from the main prisoner population, with normal furnishings, regular diet, and with unrestricted privileges such as mail, reading, and visiting. While other privileges may of necessity be limited due to difficulties in administration or for the safety of the prisoner, they are not to be routinely denied.

All prisoners receive equal treatment without regard to race, religion, or branch of service. They are not segregated on such bases except temporarily in emergency situations when such a factor is a significant element of a disturbance and segregation is considered essential to maintain or to restore order.

### Behavior and Custody Problems

Prisoners who are persistent custodial problems, either becuase of risk of escape or extreme behavior, are subject to restrictions as deemed necessary by appropriate authority. On rare occasions it may be necessary to confine a violent prisoner in a cell without furnishings to prevent him from injuring himself or others. Such a measure should be used only upon the specific direction of the commanding officer. A prisoner is released to regular quarters as soon as the need for special segregation is past.

### Homosexuals

Commanding officers establish management procedures for homosexual prisoners, and those suspected of homosexuality, appropriate to the circumstances in each case. The type of restraint imposed is established after a careful analysis of all available information, i.e., charges, reports of investigation, evaluation by the medical officer or psychiatrist, etc. It is not required that persons who are suspected, accused, or convicted of homosexual acts be confined and, if confined, there is no requirement that they be segregated or quartered in cells. Confinement in a cell is appropriate, however, when the prisoner has been accused or convicted of an unnatural act involving force which would indicate that segregation is required for his own protection or the protection of others. The custodial supervision afforded should be consistent with the requirements of the individuals concerned. They are not required to wear distinctive clothing or any mark that identifies their special category. They are not restricted from those supervised privileges and activities available to other prisoners if their conduct in confinement is otherwise satisfactory.

### Suicide Risks

Prisoners with a known history of suicide attempts are referred to the medical officer. Also, any prisoner considered to be suicidal should be immediately referred to the medical department for further evaluation. A prisoner evaluated as actually suicidal by the medical department does not belong in confinement and should be retained in a medical facility.

If there is a delay in the evaluation and the man remains in confinement, he should be quartered in a cell and kept under constant surveillance. He must not be permitted to retain articles such as sharp objects or implements with which he could harm himself.

When the commanding officer is advised by the medical officer that the prisoner is not suicidal, he should be returned to regular quarters and participate in the prisoner program.

## SEARCHES OF VEHICLES, DELIVERIES, AND SHIPMENTS

Authorization for entry or departure of any vehicle to or from the compound is contingent upon the consent to search. All vehicles leaving or entering the compound are carefully examined to determine that they do not conceal prisoners or contrband. Parking in the compound should not be permitted. A staff member remains with the vehicle the entire time it is in the compound unless the compound is clear of all prisoners. Containers entering the compound are searched unless they were banded or sealed at point of shipment and have not since been tampered with. In the discretion of the commanding officer, local conditions may not require search of every container, and frequent or occasional spot checks of incoming containers may be made instead. Whatever inspections are made, however, must be thorough; careless inspections give a false sense of security. Laundry, trash, and other containers large enough to conceal a prisoner are searched before leaving the compound unless they were filled under the continuous supervision of a staff member and the supervision maintained until their removal.

## PRISONER RELEASES

An effective corrections program has as its objective the release of the individual in an improved condition. Therefore, prerelease preparation begins with the prisoner's admission and continues until his return to duty or discharge. It is essential that the prisoner be afforded specific assistance in preparation for release as a terminal phase of his period of confinement.

The last phase of prerelease is administrative, although it may include release orientation. Where sufficient numbers of prisoners are released each week, a schedule for release orientation is established. Prisoners are processed through the prerelease phase and informed of the release procedure. Lectures on what to expect on return to duty or release to civil life are given and, where appropriate, information on agencies which may be of aid should be provided.

When practicable, prerelease prisoners should be quartered apart from other prisoners.

Where the confinement facility is not large enough for a formal program, a member of the staff holds a prerelease interview with the prisoner to discuss release procedure and future adjustment. The prisoner's specific problems are reviewed with him and he is given an opportunity to discuss his concerns and feelings relative to return to duty or civilian life.

Release planning must begin soon enough so that all details are accomplished and the prisoner is completely ready for release on the correct date. This may include cleaning, pressing and laundering of his service uniform, or issue of one in case the uniform has changed (e.g., summer to winter) during his confinement. The man restored to duty must have a complete sea bag. If he is to be discharged to civil life and is not entitled to wear the uniform, he is provided civilian outer clothing; he may provide his own civilian clothing, however, and should be encouraged to do so. Prerelease processing usually requires 1 or 2 days

Restoration leave is authorized for prisoners returning to duty. The purpose of this leave is to enable the prisoner to visit his family in order to handle any personal problems which may have arisen prior to or during his confinement. The granting of this privilege is based on consideration of the facts in each case and should satisfy the requirement that such leave will result in improving the man's chance for successful readjustment to the service. Leave enroute to next duty station may be granted provided that such leave is not in excess of that authorized.

Prisoners sentenced to confinement of 30 days or less normally are returned to their command. Navy prisoners sentenced to confinement for longer than 30 days are transferred to the command operating the correctional center "for confinement (temporary custody) and disposition." If the sentence does not include discharge to be executed on completion of confinement and an administrative separation is not pending, the commanding officer makes such personnel available to the Chief of Naval Personnel 14 days before the expected release date.

## FINAL RELEASE

The proper authority to release from confinement in a military confinement facility is the commanding officer of the facility.

Final release is effected by Prisoner Release Order that identifies the prisoner and states the reason for release. When completed, this form is a receipt for the prisoner. Extreme care must be taken that the person released is the one described in the order.

Upon final release or transfer, valuables and other personal effects are returned to the prisoner. When released from confinement and upon receipt of his personal effects the prisoner signs the statement, "I acknowledge the return of all my personal effects to me" at the bottom of the inventory. The custodian then writes or stamps the words "Account closed on (date)" and signs it.

The release date is the day confinement is completed. It is arrived at by reducing the full term of all sentences to confinement by proper credits and adjustments. Prisoners should be released during normal work hours in order to ensure that the individual receives adequate instruction and consideration to properly return him to duty, and when reassignment is involved so that departure from the station can be accomplished the same day.

A prisoner whose release date falls on a Saturday, Sunday, or national holiday is released on the workday immediately preceding such nonworkday. A prisoner serving confinement on bread and water or diminished rations, however, will serve the entire period imposed unless remitted or suspended. These prisoners are released on Saturday, Sunday, or holidays as applicable. A prisoner is not held in confinement beyond his release date in order to complete administrative disciplinary punishments, to await transportation, or to complete a forfeiture of pay or because he is in debt to the government.

### Service Record Entries on Release

When a prisoner is released from confinement, an appropriate entry is made in his service record stating the authority for and conditions of his releae, and includes:

1. Date of restoration to duty.
2. Period for which balance of sentence is suspended, if any.
3. Remaining portion of sentence which may be executed if suspension thereof is vacated. Where all confinement has been served the statement "No confinement remains to be served" is made.
4. Date and type of discharge awarded if separated from military service.
5. Statement of actions still pending, such as appellate review, clemency, etc.
6. Other administrative entries as required.

The officer responsible for maintaining prisoner service records must be promptly and accurately advised of the actual time each prisoner is in a confinement status. He must have this information in order to compute "time not served" or "lost time" which must be deducted from creditable service to compute longevity, proper leave credits, and expiration of enlistment or period of active service. Failure to do this may result in overpayments and possible loss to the Government.

Confinement records of men finally released from the correctional center for any reason are stored by month and year of release and destroyed at the end of the second year. Confinement records of personnel recommitted to confinement should be reopened to ensure that all information concerning the individual is available and made available to the correctional center in which presently confined.

# CHAPTER 10

# ADMINISTRATION

## ORGANIZATIONAL STRUCTURE

A definite organizational structure cannot be prescribed for the Master at Arms office. The mission of the command, the type command, its size, location and special requirements, the local operating conditions, the availability of personnel, and the emphasis to be placed on each Master at Arms function are among the factors that must be considered in determining the basic structure of the office.

The Master at Arms should construct an organization which will accomplish the fundamental objectives of a military organization, which are to accomplish the mission; to insure coordination and control; to fix responsibilities; to group closely related functions; and to economize on personnel and equipment.

An examination of the organization of installations, of commerce and industry, and of public agencies indicates that there are certain basic principles of organization that are successful in accomplishing a mission. This does not imply that these principles are applicable in every situation; however, the following should be regarded as questions which the organization planner must answer in the light of the organizational structure:

The organization should have a clearly understood objective, and every segment of the organization should understand its purpose in relationship to the accomplishment of the organization objective.

The responsibility assigned to all segments and members of the organization should be specific, clear-cut, and understandable so as to avoid duplication, omission, and neglect resulting from an unassigned duty.

Authority to act should be delegated to the lowest level practicable and should be sufficient to carry out the responsibilities assigned to that level.

Every member of the organization should report to one and only one superior.

Individuals reporting directly to a supervisor should not exceed the number which he can control, supervise, or direct effectively. For example, within the military structure the section is most usually thought of as being the smallest element which one individual controls, supervises, and directs. The maximum span of control varies greatly and will depend upon such factors as:

1. Experience, training, and personality of superiors and subordinates.
2. Degree of similarity among subordinate jobs.
3. Distance by which superiors and subordinates are separated.
4. Complexity of organization.

Every member of the organization should know to whom he reports and who reports to him.

Each necessary function should be assigned to a single segment of the organization. Related functions should be grouped; unrelated functions separated.

Staff sections should act only within the scope of their responsibilities. Directives to subordinate units should be properly staffed and follow the command channel.

To the maximum extent practicable, consistent patterns of organization should be used at all levels.

Authority and responsibility should be sufficiently delegated to free the delegator of burdensome detail. Heads of organizations may thus manage by exception rather than by review of all routine subordinate actions. Hence, they will become involved only in those actions which are out of the ordinary (exceptional) and cannot or should not be handled by their subordinates.

## ORGANIZATION CHARTS

Organizational structure should be reduced to writing and/or chart form so as to relate structure, assignment of functions, and relationships that members of the organization need to know in order to carry on their work efficiently.

There are several types of charts that may be used to portray graphically the plan of organization of a Master at Arms office. These include the structural chart, functional chart, position chart, and combination chart.

### Structural Chart

This is a chart depicting the structure of an organization. Its purpose is to outline the basic relationships of various components of an organization without including an excessive amount of distracting information (fig. 10-1).

### Functional Chart

This chart is used primarily in the presentation of duties or assigning tasks to specific components or segments of an organization. Within each of the various boxes on the chart is a statement or listing or [illegible] of the functions assigned to the particular organizational segment represented by that box (fig. 10-2).

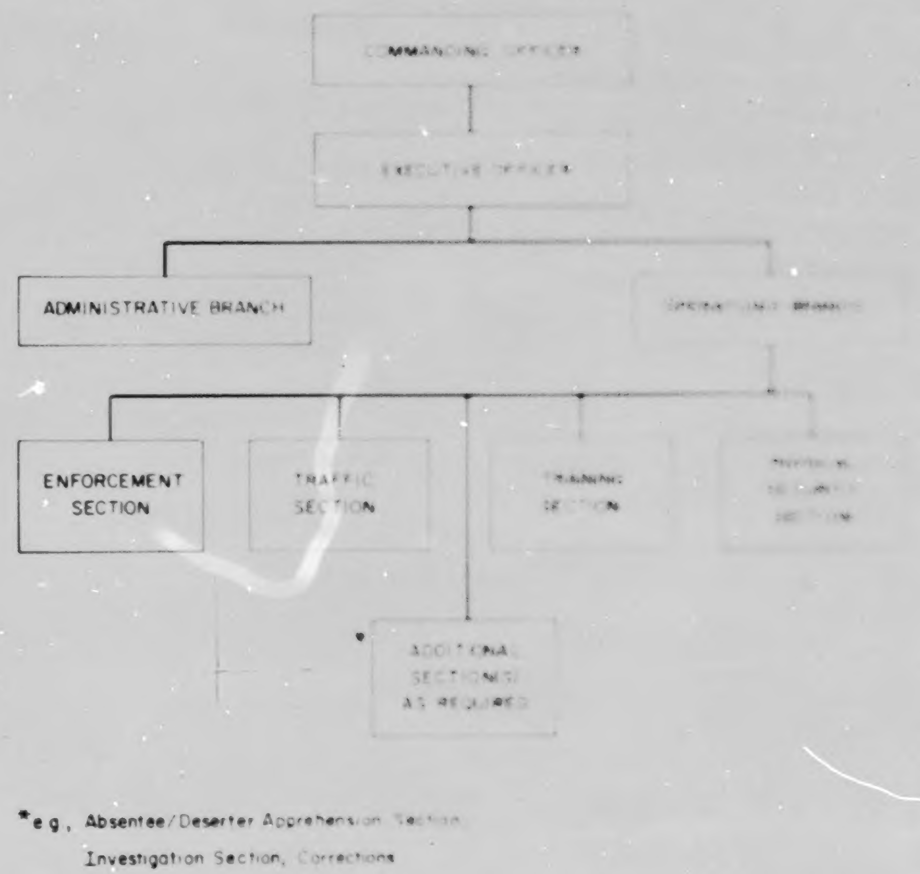

COMMANDING OFFICER
EXECUTIVE OFFICER
ADMINISTRATIVE BRANCH
OPERATIONS BRANCH
ENFORCEMENT SECTION
TRAFFIC SECTION
TRAINING SECTION
PHYSICAL SECURITY SECTION
* ADDITIONAL SECTION(S) AS REQUIRED
*e.g., Absentee/Deserter Apprehension Section, Investigation Section, Corrections

Figure 10-1.—Structural chart of a shore type MA office.

**ADMINISTRATIVE SECTION**

1 PREPARATION OF CORRESPONDENCE AND REPORTS
2 REPORTS CONTROL
3 MAINTAINS FILES AND RECORDS
4 ASSIGN CLERICAL PERSONNEL
5. COMPILATION OF STATISTICS
6. PREPARATION OF BUDGET ESTIMATES AND CONTROL OF FUNDS
7 SECURITY CONTROL
8 --OTHER SPECIFIC FUNCTIONS---
9 --OTHER SPECIFIC FUNCTIONS---

193.83

Figure 10-2. – Functional chart of administrative section of a shore type MA office.

Position Chart

This chart shows the names, positions, and titles or grades of personnel as they fit into the plan of organization (fig. 10-3).

Combination Chart

Structural, functional, and position charts may be combined by including in each box all of the data that would be carried separately on two or more of them. This is practical when the organization is simple; however, when many levels and subdivisions exist within an organization such a chart may become of impracticable or unmanageable size.

In summary, it should be remembered that an organization is not static; hence, it must be constantly reviewed to insure continuing effective direction of all organizational operations.

## PLANNING AND SUPERVISORY FUNCTIONS

As a chief petty officer or petty officer you may be assigned as operations or duty officer, depending on the size of the Master at Arms unit. As such the following duties are outlined.

### OPERATIONS OFFICER

The operations officer is appointed by, and is responsible to, the commanding officer for the following:

**OPERATIONS SECTION**

| | |
|---|---|
| ROBERT L. THOMPSON, LT. | OIC |
| ERVIN W. STEWART, ENS. | ASST. |
| RICHARD F. SOUZA, MACM | OPS CHIEF |

193.84

Figure 10-3. – Position chart of operations section of a shore type MA office.

1. Overall performance of the Master at Arms unit.
2. Enforcement of applicable regualtions.
3. Training and welfare of all assigned Master at Arms personnel.
4. Proper performance of duty of all MAs.
5. Maintenance of all records, reports, and files.
6. Proper operation and maintenance of MA vehicles and other equipment.
7. Adequate assignment of personnel for guard duty and supervision where detection facilities are available.

In addition to preparing daily patrol assignments, and maintaining a record of such assignments, the operations officer prepares and keeps up to date a map of the entire area covered by the unit. This map shows the route covered by each patrol; off limits establishments and areas; and such places as police precinct stations and civil jails, MP headquarters, railroad and bus stations, airports, first aid stations and hospitals, and military establishments. The patrol areas indicated on the map are numbered, and patrol assignments are made accordingly.

The operations officer also maintains a bulletin board for posting of special orders covering each patrol, photographs and descriptions of wanted persons, and other items of interest to the patrols. When local facilities include detention areas, the operations officer may designate a guard and supervise his activities. He sees that regular checks are made on prisoners held in detention and that these checks are recorded.

## DUTY OFFICER

The duty officer, who may be a petty officer and who is responsible to the CO, XO and operations officer, is in general charge of the headquarters and overall Master at Arms operations during the period of his watch. In his capacity as duty officer, he is responsible for the appearance and proper performance of duty of all personnel assigned to the watch. The duty officer is charged with maintaining proper relations with civil authorities and agencies in handling military personnel and in matters of joint concern.

The duty officer is required to be familiar with all instructions and notices pertaining to the Master at Arms office where he is assigned. In addition, he must be thoroughly familiar with the following basic directives and manuals: Units Standard Operating Procedure (SOP), SOPA Instruction series (your area), Uniform Code of Military Justice, Manual for Courts-Martial, Navy Regulations, and the Manual of the Judge Advocate General (JAGInst. 5800.7A).

The duty officer must be aware at all times of activity in headquarters and must make frequent inspections of the headquarters building. When making this inspection, be sure to avoid unnecessary contact with apprehended persons, but ensure that the turnkey inspects the cells frequently enough to ensure that no confined person attempts to harm himself.

Before assuming duty as duty officer, inspect all logs maintained by the previous duty personnel and acquaint yourself with events occurring during the previous watch.

While on duty, you will ensure that the desk blotter contains a complete record of all incidents which occurred during your watch. You should ensure that the greatest care is exercised when entries are made in the blotter, to assure its adequacy for use as a reference. (Erasures are not permitted in this log.) The duty officer's tour of duty usually commences at 0800 hrs until 0800 hrs the following day. The duty officer may or may not be required to remain at Master at Arms headquarters. In either case, the duty officer will be equipped with a bell boy/Handi Talkie or other communications at all times when away from MA headquarters.

The duty officer shall brief the operations officer at 0700 hrs daily, on any incident not covered in the blotter.

## DUTIES OF MASTER AT ARMS PERSONNEL

### CHIEF OF THE WATCH

The chief of the watch, sometimes called the duty chief, is subject to the orders of the commanding officer, executive officer, and the operations officer, and is directly accountable to the duty officer. The duty chief is responsible for the proper operation and function of enlisted personnel during the period of his watch. The duty chief's desk is the hub of all activities at Master at Arms headquarters, and all matters that pass across his desk should be handled in an efficient and speedy manner.

As chief of the watch, you will ensure that all members of your watch section are properly instructed concerning their orders and duties, and that they are alert and competent in performing their duties. In addition, you will see that they are in proper and clean uniform at all times while in a duty status. No man will be posted on watch if he is known to have been drinking alcoholic beverages less than 6 hours before going on watch. If a MA is found to be incapacitated for the proper performance of duty by reason of misconduct due to intoxication, prior to or while on duty, he must be examined by a MEDICAL OFFICER. You will relieve the patrolman from duty, fill out the necessary reports, and make the appropriate entry in your log.

As duty chief, you are directly responsible for the confinement of persons apprehended and held for further action. You also supervise the searching and booking of prisoners, and the collection of all complaint reports received during your watch. These reports are numbered according to case number and submitted to the Operations Officer each morning.

It is the responsibility of the chief of the watch to assign and supervise the use of vechicles, in compliance with local instructions and orders. He is also responsible for all firearms, handcuffs, and similar equipment stored at headquarters.

### PATROL SUPERVISOR

The patrol supervisor is responsible, under the watch chief, for the smooth and efficient operation of all posts, beats, wagons, and patrols in his area. He is assigned a vehicle and acts as a roving patrol, checking all trouble spots and public gathering places in a specific area. As patrol supervisor, you should reassign foot patrols whenever necessary, always keeping the watch chief informed of the changes. You must report immediately to the scene of disorders, assaults, affrays, and other disturbances, and supervise the restoration of order. When indicated, you are authorized to inspect private establishments patronized by service personnel and will report all discrepancies in accordance with local instructions and directives.

## WATCH DESK CLERK

You may be assigned to duty as watch desk clerk at headquarters. It is the duty of the watch desk clerk to type smoothly and efficiently the various logs, reports, and forms required at headquarters, and to check all reports and forms turned in by the patrolmen to see that they are filled out properly and that they contain sufficient information.

Evidence and property accepted from offenders, must be logged properly and receipted for on the correct form. The various forms, logs, and records you are required to know and maintain are illustrated and discussed later in this chapter.

## RADIO OPERATORS

The radio operators operate the radio communications net control station. They also maintain a Radio Log which is the official record of all Master at Arms radio traffic, and is filed chronologically by date in the operations office or the radio operators station.

The radio log serves as a backup reference and support for the desk blotter and other reports. Therefore, it is imperative that the source, time, and substance of conversation on all routine official calls be recorded. In the case of serious incidents, a detailed record of the transmission should be kept.

## TURNKEY

A turnkey is responsible for processing and handling all prisoners and personnel taken into custody in accordance with local instructions. When apprehended personnel are brought into headquarters, the turnkey conducts a thorough search of them, listing all valuables and personal effects. He must exercise care in using force. (Armlocks, headlocks, and come-alongs are legal holds.) When force is used to control and search a prisoner, the details should be made a part of the apprehension report. Include all remarks or actual words, if improper.

You should not confine an unconscious or injured person without first having him examined by a medical officer to see if he is drugged, severely injured, or is suffering from anything other than the effects of alcoholic beverages. After the individual is certified fit for confinement, he should still be kept under a close watch. As a precaution, you never should enter a cell unless someone is standing by outside, nor should you wear a night stick or other equipment that could be taken away from you and used as a weapon by a prisoner.

## MASTER AT ARMS PATROLS

Master at Arms patrols, normally consisting of two MAs perform enforcement activities in an assigned area during a specific period of time. The area of operations for each patrol and the duties to be performed are posted at the MA station and are given to you at your briefing. The detailed pattern and time of your patrolling should be varied so that would-be offenders cannot determine your routes and schedules. Master at Arms patrols may be foot patrols or motor patrols.

In order to get assistance in cases of emergency, be familiar with the means of communication available on your route, with neighboring or overlapping patrols, and with civil police.

If you request assistance from a member of the Armed Forces and he fails or refuses to comply with your request, report him to your supervisor.

### Foot Patrols

MA foot patrols cover limited areas frequented by military personnel, such as business districts or amusement areas. Short patrol routes may be used so that you can give special attention to known or potential trouble spots. The following techniques will assist you in performing patrol duty:

1. Know your patrol area thoroughly, including its streets, buildings, and other physical features.
2. Become acquainted with such persons as storekeepers who live or work in your area. They may be good sources of information or assistance to you. Be courteous toward them but do not accept favors or gratuities.
3. Be able to give simple, accurate directions as to the location of certain facilities, such as transportation terminals, hospitals, USO's and

theaters, in or adjacent to your area. Know emergency routes in and from your area.

4. Walk at a distance from buildings or structures so that you can better observe the area, be less susceptible to surprise, and be readily seen and contacted by your supervisors or by persons who seek your assistance.

5. Enter public establishments in an inconspicuous manner. Pause to observe the activities and then move through the establishment to view conditions without loitering or disturbing the occupants. When entering dark areas, such as unlighted alleys or interiors, let your eyes become adjusted to the darkness before you proceed further. When using a flashlight, hold the light in the left or non-weapon hand and at a distance to the side of the body. This will prevent the light from making a target in front of your body.

6. Be curious, take the initiative, check or inquire into anything within the scope of your duties and authority concerning military personnel that is suggestive of improper conduct or disorder, and take appropriate action.

## Motor Patrols

Master at Arms motor patrols perform essentially the same functions as foot patrols; however, they provide coverage of a much more extensive area. Motor patrols are capable of providing rapid reinforcement of other patrols, supervisory or transportation services, communication services, and emergency services.

Motor patrols normally divide their actions between cruising and parking in areas where violations frequently occur. These activities should be performed in a plainly visible manner. Visible patrols encourage compliance. Parking the vehicle in obscure places, such as behind billboards or among trees, is not conducive to good public relations or effective enforcement.

Set a good example for other drivers by observing traffic regulations and road courtesy.

In answering emergency calls, warning devices, such as sirens and warning lights mounted on the vehicle, should be used in accordance with local standing operating procedures. Speed limits apply to all vehicles, including vehicles on emergency calls, and are established as maximum SAFE speeds under ideal conditions; therefore, excess speed should be resorted to only when local policy permits and the situation warrants such action.

## Special Patrols

You may be assigned to duty with one of the following special patrols:

1. Master at Arms train and terminal patrols are a type of fixed or mobile patrol established for a particular time and place as required. These patrols enforce maintenance of orderly conduct and regulations among Armed Forces personnel and other personnel within military jurisdiction who are traveling on railroad trains, buses, or other large-scale means of conveyance, or who are in bus, air, and train terminals. They may operate terminal information posts to provide information and other assistance to military personnel and their dependents. They also may perform physical security missions aboard trains and at terminals.

2. MA water patrols are primarily concerned with physical security. Otherwise, their duties are basically the same as those performed in other Master at Arms operations. Water patrols constitute an extension of on-shore MA operations. They are used on water areas of military ports, ocean or river loading or unloading points, and military installations accessible by waterways. If you are assigned to a water patrol, you will receive training in boating operations, customs regulations if pertinent, and techniques of boat patrolling, such as boarding procedures, water safety, marine firefighting and prevention, marine chart and map reading, and the operation of certain marine devices. In a combat environment, water patrols are concerned with physical security, sabotage, infiltration, blackmarketing, river escorts, port security, and populace and resources control.

3. Master at Arms patrols may use Navy aircraft for patrol purposes incident to reconnaissance, traffic control, circulation control, control of stragglers and line crossers, the security of interior areas, search for escaped prisoners or lost persons, and general observation. Air patrols may be of considerable usefulness in enforcement operations relative to crowd, mob, or riot control or the establishment and maintenance of order and control in areas suffering from disaster or major damage from enemy action. In an emergency, aircraft may be used to transport reinforcements or supplemental patrols, to effect communications, to transport injured or apprehended persons, and to assist in establishing order and control in areas inaccessible by other vehicles. Radios and voice amplifiers may be used to communicate directly

with patrols or groups on the ground to relay information and orders and to give directions or other assistance.

### Patrolling With Other Personnel

Under exceptional circumstances where your commander has entered into a mutually acceptable agreement with local authorities, you may patrol with civil police to keep to a minimum conduct by military personnel which is prejudicial to good order and military discipline. Only experienced personnel of mature judgment and thoroughly familiar with this agreement and the implications involved in violating the terms of the Posse Comitatus Act will be selected for this duty. You will accompany civil police for the sole purpose of enforcing the UCMJ among persons subject to it. You remain under the command of, and are directly responsible to, your military superior and you will exercise no authority over the civil police or the civilian populace. In case of misconduct or apparent law violation, no action will be taken by you unless in self defense or the individual concerned has been identified as a member of the military service.

You may be assigned to patrol jointly with Army, Marine, Air Force, or Coast Guard personnel. In this situation, each member is exercising a common military authority derived from the same source. By agreement among the Secretaries of the Army, Navy, and Air Force, the authority of Master at Arms and the enforcement personnel of other services is extended to include all members of the Armed Forces, regardless of their particular service. A similar situation is encountered when you are assigned to duty with an Armed Forces police detachment.

## PLANNING AND PROGRAMMING

### DISCUSSION OF TERMS

A plan is a detailed statement of the course of action to be followed in the accomplishment of the commander's mission. It may be written or oral as the situation warrants. A plan normally includes a consideration of the general situation, mission, tasks of subordinate units, administrative and logistical matters, and command and communications matters.

A program is a course of administrative action devised for the accomplishment of a specific objective according to a time schedule. A program is specific as to the time-phasing of the work to be done and the means to be allocated for its accomplishment; that is, the men, the money, the facilities, and the materials.

Planning is a continuing process. The necessity of anticipating future courses of action requires that you make continuing estimates of the current and anticipated situation. Planning must be systematic and a clearly and easily understood routine operation.

The planning must conform to the policies and directives of the commander. In the absence of specific or pertinent orders or directives, and pending the approval of the commander, the planning is based upon assumptions that are consistent with sound judgment and a thorough knowledge of the mission. For instance, the planning may be based on the mere anticipation of a forthcoming event, incident, or condition. Although, in the initial stages, some portions of a plan may be based entirely upon assumptions, as additional information becomes available and as the estimate of the situation changes, corresponding modifications are made in the plan.

A developed plan should be flexible and practicable, and should be thoroughly coordinated. Requirements for manpower, equipment and supplies, construction, communications, transportation, and similar factors are essential, and must be incorporated in the plan.

### REQUIREMENTS

Estimating requirements for a Master at Arms operation calls for estimates to be prepared within the scope of the directives and assumptions under which you operate.

### Units and Personnel

The situation and the mission generally determine the Master at Arms unit and personnel that are required for the support of an operation. In recommending Master at Arms requirements, you should consider the—

1. Capabilities of organic Master at Arms units.
2. Additional Master at Arms support required.
3. Geographic, social, and political aspects of the area of operations.

4. Master at Arms requirements for riot control, for confinement facilities, and for supporting military government.

### Equipment

The equipment required by Master at Arms units to perform their mission is determined by analyzing such factors as the—

1. Organic equipment of assigned and other available MA units.
2. Special equipment needs for riot control and similar needs for Master at Arms type units that may be required.
3. Estimated wear-out, maintenance, and replacement rates.

### Facilities

The following facilities may be required for the performance of Master at Arms operations:

1. MA headquarters for directing police operations.
2. Confinement facilities for military prisoners who are to be handled by the Master at Arms.
3. Facilities for special activities assigned to the Master at Arms.

The number, size and location of the facilities are determined by analyzing such factors as the following:

1. Assigned missions; e.g., enforcement, traffic control, and circulation control of individuals.
2. Estimate of military prisoners to be confined.

In planning the location of Master at Arms facilities, every attempt is made to consolidate functions that reduce administrative overhead.

## WORK PROGRAMS

An important aspect of management is accomplishment of assigned tasks in the most economical manner. In order to achieve maximum efficiency and productivity, careful planning is essential. All possible efforts must be made to improve the work situation and to realize optimum utilization of available manpower and resources.

Work simplification is a common-sense, systematic method of identifying and analyzing work problems, developing solutions, and installing improvements that will promote better use of equipment, material, time, and personnel, any or all of which may be in short supply.

Several techniques have been developed that the leading petty officer can use for improving work methods. These techniques consist of analyses of the distribution and volume of work, steps in the sequence of operations, physical motions involved, and space arrangements. All five techniques are not necessarily involved, or even practical to use, when surveying a particular work problem. It is not always possible, for instance, to alter physical arrangements, particularly aboard ship. The conduct of one analysis, however, may reveal the need to conduct another type in order to achieve maximum utilization and efficiency.

### Work Distribution Analysis

Keep in mind that the techniques discussed are merely some methods of analyzing work programs. They do not guarantee a cure for any problems uncovered. Careful analysis, however, should lead to more effective utilization of available personnel, whether it be through expansion or reduction of work undertaken, through job or responsibility reassignments, or any other action.

## SUPERVISORY PRACTICES

Supervisors perform a multitude of tasks, some of which may be listed under the heading of improving public relations. Our concern here is with planning, organizing, directing, coordinating, and controlling. These five duties of supervisors are inseparable and so closely related that they overlap, and it often is difficult to distinguish one from another. For discussion purposes, however, we try to delineate them.

### Planning

Planning is simply a method of guiding supervisors so that they can carry out their work in a consistent, rational manner along the lines desired by command.

Both short-and long-range planning is necessary. Ordinarily, top command makes the long-range plans, and short-range planning is done closer to the working level. Long-range plans may be stated in terms of broad objectives and specific supporting objectives laid down for subordinate commands. In other instances, top command may only inform the subordinate commands of the broad, long-range objectives, leaving the subordinate commands to formulate short-term objectives that support and further the long-range ones.

In either case, subordinate commands must devise ways of gaining their objectives. Because plans ought to include the means of bringing about every result the plan is to achieve, planners must think in terms of tasks included, skill of personnel, and facilities (tools, material, and money) and time available.

### Organizing

The second of the functions is organizing, which in this context simply means finding the help and dividing and assigning the work to be done. You have frequently performed this task as a front-line supervisor. As we think of it here, however, we are not concerned with actually giving the work to the men who will do it. We now are concerned with parcelling out the work to the petty officers who will supervise its accomplishment.

In some instances assigning work may be simple, because certain petty officers already have sections regularly assigned to them and are responsible for particular types of work. In other cases, however, it may be necessary to assign men to the POs as well as specify the work to be done. In any event, to build the most efficient work crews, it is necessary to think of more than just numbers of men and the skills they possess. You must take into consideration the personalities of the men and the petty officers, that is, how certain men react to each other and to different petty officers and how petty officers react to each other and to certain men. We do not mean to imply that you should coddle any particular person, but it makes no sense to force an individual to work for or with someone he is hostile to. Keep your organization loose. Shift men around, trying to build the most effective sections.

### Directing

Directing, of course, is guiding those under you. The amount of guidance you provide depends upon how you operate and the skill and reliability of your petty officers. Regardless of how you decide to handle a situation, however, your petty officers rate clearly explained assignments and clearly drawn lines of responsibility and authority.

### Coordinating

If there is a single word that can describe the act of managing it is coordinating; for the manager's task is to build a smoothly functioning, coordinated team.

Obviously, good planning and skillful organizing form the basis of good coordination. If plans are well laid, work well organized, and responsibilities are properly delineated, coordination should be no problem. If any of the other three functions are lacking, however, the manager is likely to find himself operating in a series of crises from which he may never extricate himself.

Because personalities play a large role in coordination, a successful supervisor creates an atmosphere in which his subordinates can operate with a minimum of friction. Each petty officer should be accorded the opportunity to do his best with the least amount of interference. In short, the supervisor's job is to see that the work of his subordinates supports the major objectives and doesn't hinder the operation of others.

### Controlling

Controlling includes all of the devices, covert and overt, that a boss uses to check on the work of his men (direct observation, reports, records, etc.). Probably, no other task of management causes so much resentment as controlling, perhaps because indiscriminant controls frequently are casually administered and make no distinction concerning the reliability of the various subordinates. When one feels that he isn't trusted, the incentive to do well drops sharply.

## SUPPLY AND TRAINING

Procedures for inventory, requisition, receipt, transfer, and survey of equipment utilized by Master at Arms activities can be found in Military Requirements for PO 1 & C, NAVPERS 10057-C and Military Requirements for Senior & Master Chief Petty Officer, NAVTRA 10115.

Guidelines for implementing various types of training programs, methods and techniques can be found in Military Requirements for PO 1&C, NAVPERS 10057-C.

## MASTER AT ARMS IN FOREIGN PORTS

At each port visited by units of our fleet, the SOPA, or command designated to carry out the administrative functions of the SOPA, establishes an adequate MA/SP unit in accordance with the provisions of Navy Regulations.

The officer assigned to organize a unit for temporary duty during a visit to a foreign port must have his unit prepared before any liberty parties are ready to go ashore.

The consent of the proper local officials must be obtained before a patrol may be landed. If you fail to receive their consent, the SOPA—at his discretion—can withhold granting liberty, or he may limit the size of liberty parties to such an extent that disturbances will be unlikely.

Upon arrival at a foreign port, U.S. consular officials, U.S. naval attaches, or members of a U.S. military mission should be contacted for information on conditions ashore, the number of military personnel to be admitted at one time, presence of other U.S. military personnel, and any other pertinent data. For example, American representatives can provide information regarding areas where sanitary conditions are unsatisfactory or where prostitution is rife.

You must never make inquiries of civil officials of the foreign country concerning any of the foregoing information, because they might interpret such questions as a reflection on their national honor. If no American sources of information are available, the shore patrol officer should contact foreign MILITARY police authorities.

## COMPOSITION AND CHARACTER OF THE UNIT

The Master at Arms in a foreign port consists of a permanent patrol, which is augmented by daily patrols. All are under the direct cognizance of the senior MA/SP officer. He must obtain as many interpreters as possible, and brief all hands on the customs and taboos of the country. The patrol must be cautioned against listening to or getting involved with subversive agitators. As a patrolman, you are representing the United States, and your conduct reflects directly on the United States. You must do everything within your power to improve relations between the United States and the foreign powers.

In addition to the senior officer, the basic permanent MA/SP unit includes one officer, two chief petty officers, two Yeomen, two Hospital Corpsmen, and one interpreter (if available). Members of the permanent unit are relieved of all other duties during their assignment. They are landed upon arrival in port and at least 2 hours before the first liberty commences. The permanent patrol is not secured until after expiration of liberty on the last day of the visit.

The Yeoman assigned to permanent shore patrol duty must be rated and experienced. He is required to provide a typewriter and basic office supplies from his ship.

The Hospital Corpsman assigned to shore patrol duty is expected to furnish a fully equipped first aid kit.

The SOPA designates a ship to furnish housekeeping and other gear and equipment for each shore patrol headquarters. Housekeeping gear includes buckets, swabs, brooms, dustpans, rags, and toilet paper. Miscellaneous equipment consists of such items as tables, chairs, heating equipment, thermos containers for coffee, clipboards, message blanks, logbooks, and a copy of the Manual for Courts-Martial. Stretchers, blankets, and straitjackets constitute the gear (except first aid kits) required by the Hospital Corpsman.

The daily patrol is made up of personnel from each ship and unit in port. It is composed of one petty officer for every 20 men (or fraction thereof) in the liberty section, one chief for every 10 shore patrol petty officers, and one officer for every 25 shore patrol members. These requirements are in addition to the permanent patrol, and may be increased or decreased at the discretion of the SOPA.

Members of the daily patrol are assigned such duty for the entire day. They must remain in a duty status from the time of first departure on such duty from their ship and until they return to their ship.

When you are assigned to a daily patrol unit, you can expect to serve it in many different positions. For example, when your unit checks in at headquarters, you will be assigned to a duty for the length of your orders. This duty may be as a beach guard, as a member of the riot squad, foot patrol, or vehicle patrol, as a boat rider, or as assistant foreign claims commission/investigator.

## CRIME PREVENTION

Formulating a comprehensive crime prevention program, to be effective both within an

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installation and the surrounding community, is a command responsibility.

You must elicit the support of the members of the staff, members of the governmental and law enforcement agencies of the civilian community, and all agencies that in some way contribute to minimizing the opportunity to commit crime.

## DEFINITIONS

Crime. A crime is an act or an omission of an act prohibited or enjoined by law for the protection of the common good and punishable by constituted authority in a judicial proceeding in its own name. Under the criminal code of the United States, a felony is a crime for which the punishment may be death or imprisonment for more than one year. Those crimes for which the maximum penalty may not exceed imprisonment for one year are termed misdemeanors.

Crime Prevention. The application of measures necessary to minimize or eliminate the opportunity or desire to commit or engage in criminal activities.

Crime Repression. The reduction of crimes and offenses through the application of such measures as patrolling, physical security and crime prevention surveys and inspections, observation of persons and places considered crime, producing, and employment of off-limits procedures to preclude military personnel from participating in activities conducive to crime.

Crime Control. The detection and investigation of crimes and offenses and the apprehension and prosecution of offenders.

Crime Prevention Program. A program for the planning, coordination, execution, and reviewing of courses of action for the prevention of crimes and offenses.

## FACTORS OF CRIME

Usually there are two factors present in the commission of any criminal act: first, the desire; second, the opportunity. In order to have maximum effect, the crime prevention program must be directed toward both of these factors. Crime prevention is designed specifically to nullify the individual's desire to commit criminal acts and to eliminate or neutralize the opportunity of committing such acts. By elimination of the opportunity to commit crime by the application of effective police preventive techniques, and minimization of desire to commit crime by the application of social welfare techniques available to the commander, actual offenses can be minimized, and much effort expended on the prosecution of offenders can be avoided.

## PREVENTION OF SPECIFIC CRIMES AND OFFENSES

The Navy Crime Prevention Program is concerned with types as well as the number of crimes and offenses. The effectiveness of crime prevention techniques depends largely upon the nature of crimes and offenses being committed and the measure of attention which might be reasonably focused upon them. The application of preventive techniques should be made after a careful analysis of the situation has revealed the causative and contributing factors involved. Master at Arms must be aware of the need for analysis so that in the conduct of their investigation, they will look for causes and be prepared to make recommendations for prevention.

## CRIME PREVENTION SURVEY

The military crime prevention survey is a professional and technical review and analysis of existing condition within a command that tend to have a bearing upon criminal conduct on the part of personnel of the command. Such a survey normally is initiated when the offense or incident rate increases and when MA statistics show the offenses are occurring in specific areas or at off-base establishments. The objective of the crime prevention survey is to determine the causative factor responsible for the offenses to enable the formulation of recommendations for remedial action. It determines the nature, extent, and underlying causes of crime; evaluates present crime prevention efforts; and makes recommendations for improvement of crime prevention action. The crime prevention survey is one of the essential component parts of a well-rounded, coordinated crime prevention program. The survey may include detailed review and investigation as to the nature and extent of criminal misconduct involving personnel, military or civilian, of the command; it may involve an evaluation of specific operation methods and procedures affecting the protection of personnel or property; and it may include an analysis of neighboring civilian environmental factors. It may be conducted in reference to a specific command activity or off-base establishment or be more general in scope. Normally, a crime prevention survey is instituted for one of two reasons:

1. To supply detailed information on which to establish or update the command's general crime prevention program.

2. To furnish timely data and technical recommendations relative to crime prevention measures applicable to specific facilities or situation within command areas of interest.

### Relationship of Crime Prevention Surveys to Physical Security Inspections

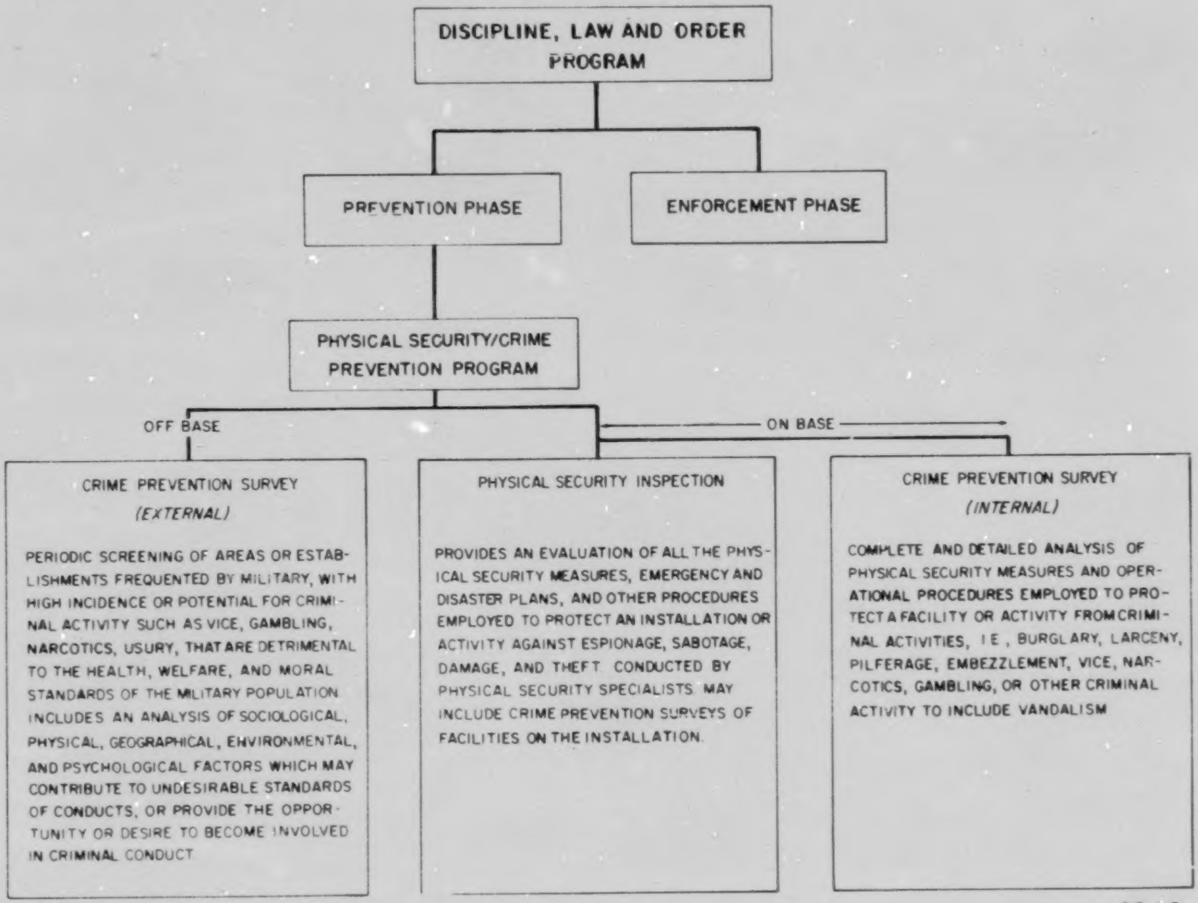
Physical security inspections provide an evaluation of all the physical security measures, emergency and disaster plans, and other procedures employed to protect an installation or activity within the installation.

A crime prevention survey is an investigation of a specified activity, area or condition for the purpose of minimizing or eliminating the opportunity or desire to commit or engage in criminal activities, to include malfeasance, misfeasance, nonfeasance, and moral turpitude.

Figure 10-4 depicts the relationship of physical security and crime prevention surveys.

### SUBJECTS OF SURVEYS

Factors and conditions bearing upon crime and its prevention within a command may concern activities, areas, places or units integral to the command. In addition, conditions within areas, places, or establishment located in the civilian community may influence the conduct


DISCIPLINE, LAW AND ORDER PROGRAM
PREVENTION PHASE
ENFORCEMENT PHASE
PHYSICAL SECURITY/CRIME PREVENTION PROGRAM
OFF BASE
ON BASE
CRIME PREVENTION SURVEY (EXTERNAL)
PHYSICAL SECURITY INSPECTION
CRIME PREVENTION SURVEY (INTERNAL)

PERIODIC SCREENING OF AREAS OR ESTABLISHMENTS FREQUENTED BY MILITARY, WITH HIGH INCIDENCE OR POTENTIAL FOR CRIMINAL ACTIVITY SUCH AS VICE, GAMBLING, NARCOTICS, USURY, THAT ARE DETRIMENTAL TO THE HEALTH, WELFARE, AND MORAL STANDARDS OF THE MILITARY POPULATION. INCLUDES AN ANALYSIS OF SOCIOLOGICAL, PHYSICAL, GEOGRAPHICAL, ENVIRONMENTAL, AND PSYCHOLOGICAL FACTORS WHICH MAY CONTRIBUTE TO UNDESIRABLE STANDARDS OF CONDUCTS, OR PROVIDE THE OPPORTUNITY OR DESIRE TO BECOME INVOLVED IN CRIMINAL CONDUCT.

PROVIDES AN EVALUATION OF ALL THE PHYSICAL SECURITY MEASURES, EMERGENCY AND DISASTER PLANS, AND OTHER PROCEDURES EMPLOYED TO PROTECT AN INSTALLATION OR ACTIVITY AGAINST ESPIONAGE, SABOTAGE, DAMAGE, AND THEFT. CONDUCTED BY PHYSICAL SECURITY SPECIALISTS. MAY INCLUDE CRIME PREVENTION SURVEYS OF FACILITIES ON THE INSTALLATION.

COMPLETE AND DETAILED ANALYSIS OF PHYSICAL SECURITY MEASURES AND OPERATIONAL PROCEDURES EMPLOYED TO PROTECT A FACILITY OR ACTIVITY FROM CRIMINAL ACTIVITIES, I.E., BURGLARY, LARCENY, PILFERAGE, EMBEZZLEMENT, VICE, NARCOTICS, GAMBLING, OR OTHER CRIMINAL ACTIVITY TO INCLUDE VANDALISM.

193.85

Figure 10-4.— The relationship of physical security and crime prevention surveys.

of both military and civilian personnel of the command. Consequently, a crime prevention survey may embrace not only matters directly under the commander's jurisdiction, but also matters beyond his direct control. Since the latter is true, it behooves the Master at Arms to establish and maintain close working liaison in respect to police intelligence and crime prevention with civil law enforcement officials and agencies in the vicinity of the command.

Activities and areas within the command's jurisdiction and control are subject to direct action and influence both as to operational features and environmental factors that might tend to influence the conduct of personnel. Physical security measures may largely negate opportunity to misappropriate or destroy Government property by persons not authorized to be present within the protected or restricted area. Determination of types and degree of application of such measures is based on conditions revealed as a result of making a physical security inspection.

When persons are authorized to be present either in small or large numbers, physical exclusion and detection measures may be largely inappropriate as protective measures. The commander will need to take cognizance of factors that may tend to create temptation, or instigate impulsive misconduct in respect to individuals who are authorized to be present. Operational and environmental considerations requiring the presence of significant numbers of personnel are properly subjects of crime prevention surveys in an effort to minimize the number of personnel in critical areas.

### Survey of Civilian Establishments

Limited surveys of civilian establishments or areas frequented by command personnel to observe type and manner of operations, management attitudes and policies, character of patronage, associated activities, physical conditions, and such other factors that may have an influence upon the welfare and the morale of military personnel may in instances be considered desirable or necessary for the information of the commander. In conducting such surveys care must be exercised to avoid trespass or other violations of private rights and to avoid violation of the Posse Comitatus Act. Permission must be obtained for entry into nonpublic areas of establishments such as stores, theaters, cafes, and hotel lobbies. The commander has no authority to require cooperation, even answering inquiries, on the part of civilian proprietors or authorities.

In planning for a crime prevention survey of civilian establishments or areas, primary emphasis should be placed on those which are frequently visited by military personnel. However, the fact that an establishment has a large military clientele should not in itself be used as justification for a survey. In addition, there should be either a record of criminal incidents in the establishment or area or reasonable grounds to believe that criminal incidents might develop there. Time and available personnel permitting, establishments and areas with a smaller military clientele or only a potential military patronage may also be surveyed.

Exampl[illegible] of such establishments and areas which may be surveyed are:

1. Bars, taverns, restaurants, clubs, and other establishments selling intoxicants, particularly those which Master at Arms files indicate as trouble spots.

2. Establishments and areas in which incidents, such as the following, involving military personnel are known to have occurred:

(a) Cheating or defrauding through misrepresentation.

(b) Charging exploitive rates of interest.

(c) Extending credit beyond a purchaser's reasonable ability to meet payment arrangements.

(d) Encouraging the giving of personal checks in excess of covering deposits or on nonexistent bank accounts as security for loans or debts.

(e) Failure by management to notify military authorities of incidents involving military personnel.

3. Establishments known or suspected to deal in stolen goods.

4. Establishments known or suspected to shelter military personnel absent without leave, or to condone larcenies and assaults occurring on the premises.

5. Establishments or areas in which it is suspected that narcotics and other depressant, stimulant or hallucinogenic drugs are sold or used.

6. Establishments or areas in which known prostitutes operate.

7. Establishments or areas frequented by known homosexuals.

8. Establishments or areas in which gambling games are operated.

9. Establishments or areas in which black-market activities for illegal currency transactions occur.

A survey of civilian establishments or areas may develop information on which:

1. A recommendation that it be placed off limits to military personnel can be based.
2. The commander can base recommendations to the civil authorities regarding the elimination of conditions detrimental to the health, welfare, morale, and integrity of military personnel.
3. A recommendation for increasing, reducing, establishing, or eliminating Master at Arms patrols can be based.
4. Investigation of offenses committed by persons subject to the Uniform Code of Military Justice or of offenses against Government property under Navy control can be initiated.
5. A recommendation can be made to civil authorities that a cooperative, concerted effort be made to eliminate an undesirable situation or increase the availability of wholesome activities and services within the civilian community.

## SURVEY TECHNIQUES AND PROCEDURES

Personnel making a crime prevention survey and those in reviewing the survey report must constantly bear in mind that every detail peculiar to a particular area, activity, or establishment and relevant to the purpose of the survey must be taken into consideration. Investigative fundamentals are applicable to a crime prevention survey. The survey team should utilize normal investigative techniques of observation, interview, collection of evidentiary data, and methodical notation thereof, if a meaningful, useful survey report and analysis are to be accomplished. Photographs, for example, provide an excellent means of recording and describing what has been observed.

When the nature of activities being surveyed are technical or involve administrative or other procedures beyond the scope of training and investigative ability of the survey team, technical assistance should be requested from an agency which can provide such assistance. Examples of procedures which may require outside assistance are accounting, inventory control, fund management, and other similar procedures.

After completing the survey and analyzing the facts obtained, survey personnel prepare their formal survey report including appropriate recommendations pertinent to crime prevention.

### Professional Image

Good community relations through the maintenance of a professional image are prerequisites to success in crime prevention. The image to be maintained is an image of lawfulness, helpfulness, decorum, effectiveness, pride, esprit de corps, and efficiency. A good public image encourages public support which, in itself, deters crime and opens up an inexhaustible source of information during the investigation of a crime. A professional image cannot be established in newspapers or through a sales campaign. It must be carefully built on the conduct and efficiency of each member of the unit.

## STATISTICAL REPORTS

The term "statistics" has a twofold meaning:

1. The science of the systematic collection, classification, tabulation, and interpretation of numerical facts.
2. The collection, classification, or tabulation of such facts.

The term "Master at Arms statistics" pertains to statistics that are of concern to Master at Arms in general and the commanding officer in particular. For example, numerical facts pertaining to absent without leave rates, absentees apprehended, alcohol factor in apprehensions, age distribution of offenders, motor vehicle accidents, motor vehicle thefts, or major crimes committed are of interest to the Master at Arms unit.

The proper collection, classification, tabulation, and interpretation of MA statistics are of great importance to the commanding officer in his enforcement and other activities.

There is a direct relationship, for example, between efficiency and effectiveness of Master at Arms operations and the accuracy of analyses of general trends encountered during those operations. You can facilitate your findings of solutions to continuing problems, such as high incidences of crimes or accidents, by gathering and studying the pertinent facts. These facts are, or can be made, readily available in data that are contained in numerous records and reports.

Utilizing statistics in one form or another, in developing your plans, policies, and operations, you must have an understanding of elementary statistical techniques in order to:

1. Establish standards for the evaluation of the results of your activity.
2. Summarize the results of prevention and enforcement activities in clear, concise, and meaningful form.
3. Draw general or specific conclusions of known reliability from Master at Arms and other records and reports.
4. Support recommendations convincingly.
5. Determine selective enforcement requirements.
6. Determine laxity and inefficiency.
7. Be exact and definite in procedure and analysis.
8. Make valid comparisons of like and unlike data.
9. Analyze specific factors, such as type, location, and rate of crime.
10. Determine current trends, such as for crimes or traffic violations.
11. Make reasonable estimates of future trends.
12. Formulate short and long range plans.

### Utilization

You must be able to recognize situations in which you can employ statistical techniques and concepts to the maximum in order to simplify your work and accomplish the mission.

Specifically, you can utilize statistics effectively for such purposes as:

1. Determining unit and individual capabilities.
2. Making accurate and positive reports on the state of discipline in the command.
3. Forecasting personnel requirements.
4. Determining absent without leave rates and their causes.
5. Categorizing MA apprehensions by nature of offense.
6. Determining motor vehicle accident causes.
7. Analyzing venereal disease data.
8. Collating confinement data.
9. Projecting operating costs.

### Crime Prevention

Master at Arms statistics are not limited in their use to determining areas that require special enforcement attention or to recording and charting criminal occurrences. The preventive responsibilities of the MA also offer a field for the employment of statistical techniques. Crime prevention, for example, is one aspect of the preventive field.

Since the purpose of a crime prevention program is to eliminate or nullify crime, the first step is to isolate specific aspects of the problem such as the extent, character, location, and time of incidents. An accurate determination of these factors cannot be made by rule of thumb or by intuitive methods. A detailed and systematic examination of the facts is required in order to obtain the essential elements of information for formulating a well-planned and efficient program of crime prevention.

### Use of Recorded Data

By a continuing analysis of Master at Arms records and reports of criminal occurences, you are able to detect trends and sensitive areas, and develop preventive measures. The most reliable data available is used in planning, utilizing recorded data of past and current criminal occurrences to guide you in preparing estimates of the crime situation.

Your examination of crime statistics provides the commanding officer with answers to such preliminary questions as—

1. Where are the sensitive areas?
2. At what hours do most crimes occur?
3. In what age groups do the bulk of the offenders fall?
4. What types of crimes are committed most often?
5. What is the average length of service of offenders?
6. What units of the command have the highest crime rates?

The accuracy of the answers to these questions is closely related to the accuracy of the data examined and to the exactness of the analytical methods utilized.

You then examine the causative factors of the crimes having high rates. These factors may include an exposure to temptation coupled with a lack of training or orientation, a lack of leadership, inadequate supervision, low morale, or poor law enforcement in civilian communities.

## CALCULATING PERCENTAGES AND DETERMINING RATES

A statistical aid to the Master at Arms in analyzing his statistical data is the calculation of percentages and rate determination. With your information, using either the percentage or rate form, whichever is appropriate, you can see where your problem areas lie.

### Calculating Percentages

Percentages are helpful in the presentation of statistical data in briefings or reports. A perc[illegible] is that part which is considered in relat[illegible] the whole and calculated on the basis of 100. The following is an example of the calculation of percentage:

Example: If 800 offenses occurred during a certain month, 40 AWOLs would constitute 5 percent of the total number of offenses. To arrive at this result, the following computations are made:

| | |
|---|---|
| Base figure: | 800 (Offenses) |
| Figure compared to base: | 40 (AWOLs) |

Divide the base figure into the figure being compared to the base and multiply the result by 100 for percentage:

$$\frac{40 \text{ X } 100}{800} = 5 \text{ percent}$$

This method may also be used to determine percentage of increase or decrease of military personnel within your area of jurisdiction. The only difference is that an additional computation must be made to determine the actual increase or decrease involved.

Example: Military personnel increased in strength from 4,852 in July to 5,294 in August. The percentage of increase is 9.1 percent.

| | |
|---|---|
| 5,294 | August strength |
| -4,852 | July strength |
| 442 | |

The base figure is 4,852. The figure being compared to the base is 442. The formula for this example is:

$$\frac{442 \text{ X } 100}{4{,}852} = 9.1 \text{ percent}$$

Percentage of decrease is calculated in the same manner.

### Determining Rates

A rate is generally expressed in terms of frequency per some standard unit as 100; 1000; 10,000; 100,000. These figures (100, 1000,etc.) are arbitrary figures and act as a common denominator to facilitate evaluation and comparison. An example of rate determination is the following:

Example: If 600 offenses occurred during a certain period and 30,000 military were stationed there during this period, the offense rate per 1000 personnel is 20 (offenses per 1000). The formula used to arrive at this result is:

$$\frac{\text{Number of Offenses X Standard Unit}}{\text{Strength}}$$

equals rate per standard unit

In applying this formula to our example it would appear thus:

$$\frac{600 \text{ X } 1000}{30{,}000} = 20 \text{ (rate per 1000 pers.)}$$

## COMPILATION, COLLECTION, AND PRESENTATION

### Compilation

The statistical facts that are required are, for the most part, to be found in the records and reports that are submitted by personnel who are engaged in the various activities under your control or technical supervision.

You should make a continuing study of these records and reports in order to insure that the statistical data which are required are being reported or recorded, and that they are current and accurate. The methods used in securing the data and maintaining the records and reports must be simple and flexible, and must be commensurate with the personnel available for their preparation.

When you receive facts essential to a problem or situation in records or reports, the facts are extracted from the records or reports and are converted into accurate and understandable measurements of the problem or situation.

Uniform records and reports, together with other locally required records and reports, will contain facts that will be of assistance in analyzing the character, the extent, the location, and the time of occurrence of incidents that require action.

### Collection

In situations where the essential facts that are required for statistical analysis are not available in regularly required records or reports, you must then ascertain whether the data is available in other staff activities of a higher or lower command. If it is necessary to make an original collection of the required facts, the arrangements are made through authorized channels for such collections.

When receiving a special report on essential facts, it may either cover an entire subject or be limited to a sampling of the subject matter. Sampling is a statistical technique. In sampling, a representative part of a population or group is utilized in order to derive therefrom a statistical picture of the entire population or group. Carefully chosen samples are usually sufficiently accurate for statistical study, but allowance is made for any margin of error that is considered to be the normal error for the particular method used. Standard sampling principles must be observed if valid results are to be obtained.

### Presentation

An aggressive and imaginative petty officer will use many different techniques in presenting statistical data. Each presentation should be accurately and carefully tailored to fit the situation and the facts being presented. Methods such as the following may be employed:

WRITTEN ANALYTICAL REPORT.—This type of report may be required at regular intervals and may, for purposes of clarity, be augmented by appropriate charts or graphs. It provides the commander with a permanent record.

GRAPHIC PRESENTATION.—A graph or a chart provides you with a medium for presenting, in a clear, understandable, logical, and interesting manner, a collection of facts whose meaning if presented in another medium might not be clear. A graph or a chart assists the commander to analyze and compare data quickly, permits the condensation of facts and figures, and demonstrates deficiencies and trends. A graph provides the same information as a table, but usually has the advantage of greater simplicity and clarity.

The following features are found in most graphs:

(a) A distribution of a group of values or of a trait or characteristic.

(b) A brief, simple, and direct title describing what the graph represents.

(c) The unit or units of measure used.

Care should be exercised in the preparation of graphs in order to avoid faulty presentation and interpretation.

### Tabular Presentation

Data are usually obtained from various reports, records, or surveys and appear as unorganized groupings or statements of numbers or facts. By systematic rearrangement or classification, you may give meaning and significance to data, thus facilitating comparisons with other groups of similar data as well as further analysis of the rearranged facts.

The basic data may be rearranged as follows:

1. The largest and smallest numerical values are located.
2. The difference between these two values, i.e., the range, is determined.
3. The values are grouped in the order of their magnitude, in groups of twos, threes, fours, fives or tens. The size of this grouping factor, called the class interval, normally is such that not less than ten nor more than twenty of such groupings result. Consideration is given, however, to the total number of numerical values with which it is necessary to deal. The completed tabulation is described as a frequency distribution (figure 10-5).

| AGE | NUMBER OF OFFENSES |
|---|---|
| 17-18 | 145 |
| 19-20 | 423 |
| 21-22 | 299 |
| 23-24 | 145 |
| 25-26 | 111 |
| 27-28 | 72 |
| 29-30 | 69 |
| 31-32 | 52 |
| 33-34 | 42 |
| 35-36 | 35 |
| 37-38 | 25 |
| TOTAL | 1,418 |

193.86

Figure 10-5.—Frequency distribution of offenses classified by ages.

### Fundamentals of Graphic and Tabular Charts

CURVE CHART. — The curve or line chart (graph) (fig. 10-6) is probably the most widely used form of graphic presentation. It is very simple to construct and is most effective when the emphasis is on movement rather than an actual amount. The curve chart is normally used when data cover a long period of time. It is also possible to compare two or more series on the same chart. The curve or line chart may be used to show trends in various enforcement activities such as total AWOL's, vehicle registrations, offenses, apprehensions, etc.

VERTICAL BAR (COLUMN) CHART.—Another chart frequently used to depict enforcement data is the vertical bar or column chart (fig. 10-7). This chart is also used to depict numerical values of a given item over a period of time. The chart is simple to construct and readily understood. The vertical bar chart is preferable to the curve chart when a sharper delineation of trend is to be shown.

PIE (SECTOR) CHART. — The circle graph or pie chart (fig. 10-8) compares various components with each other and with the whole. This chart serves to direct attention to extreme areas. The primary disadvantage of the pie chart is that where many segments are involved the chart will appear confusing. The small sections of the chart will be difficult to label in a case of that type. A bar chart is recommended when dealing with many components.

### Frequency Distribution Table

The frequency distribution table (fig. 10-9) is considered an essential element of selective enforcement. The primary purpose of this table is to show the number and time or place of violations by category. In figure 10-9 the frequency distribution table is used to depict the number of apprehensions and type of offenses committed by personnel in various units during a 1-month period. This table may as easily be applied when working with traffic statistics or major crimes.

### Spot Map

The spot map is another way of graphically presenting data pertaining to frequency, type, and location of accidents or incidents. This chart

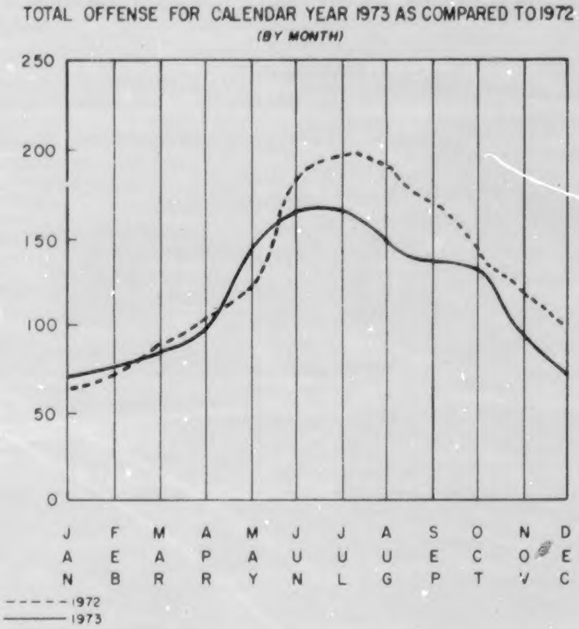


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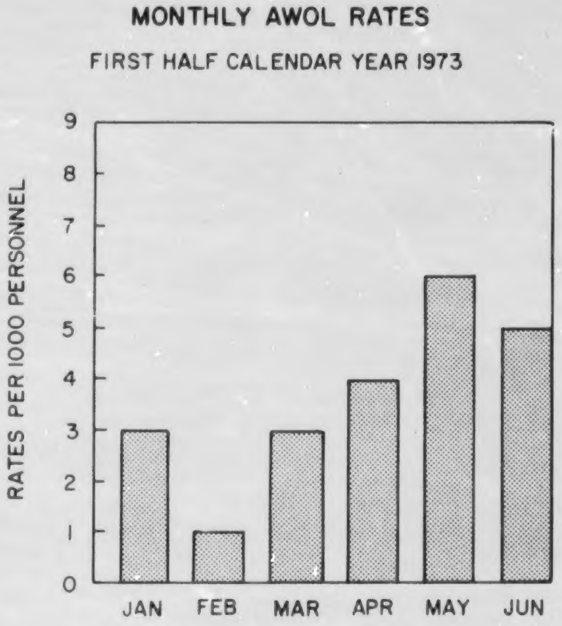
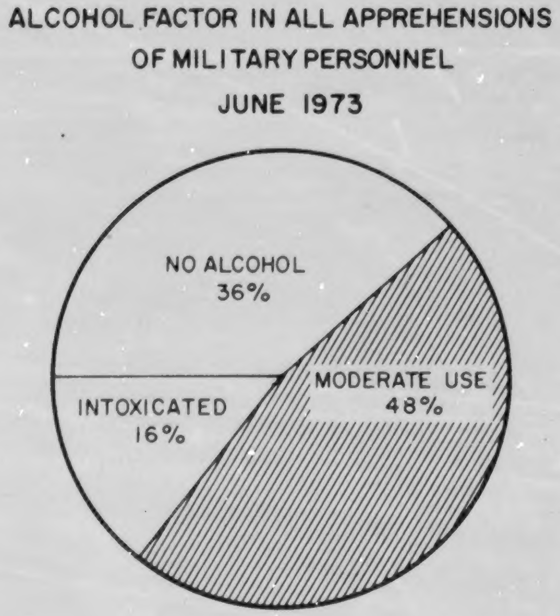
Figure 10-6.— Curve chart.



193.88

Figure 10-7.— Vertical bar (column) chart.



193.89
Figure 10-8.— Pie (sector) chart.

is also considered to be an essential element of selective enforcement planning. A map of an area is mounted on a board capable of holding pins that are stuck into it. Locations of accidents or incidents are indicated by pins stuck into the map at the location where the incidents or accidents occurred. Different types of accidents or incidents (e.g., injury, fatality) may be depicted by different colored pins or ones with different markings. The spot map may be utilized as a yearly record and, if photographed, may be compared with succeeding years.

## RECORDS AND FORMS

Records, and reports concerning Master at Arms activities are of great importance in maintaining an efficient unit. They must be accurate, concise, and complete at all times. They are discussed in this chapter to acquaint personnel newly assigned to MA duty with the large amount of legal and administrative "paperwork" required to efficiently record all facets of Master at Arms operation with an economy of time and effort and to avoid such errors as use of improper forms, etc. Many different types and numbers of forms are used within the various naval districts; accordingly, the forms used in this chapter are SAMPLE forms only, subject to standardization of naval forms.

### USE, PREPARATION, AND DISPOSITION OF FORMS

The forms discussed in this chapter are used daily by the Master at Arms. These forms must be completed accurately, and are to be used only as a guide in familiarizing yourself with them.

### INCIDENT/COMPLAINT REPORT
(DD Form 1569)

The narrative guides are provided to assist you when preparing incident/complaint reports and to standardize MA report writing.

Keep in mind when writing a report that it will, in most cases, be directed and received by a person unfamiliar with the incident; therefore, it must be complete and self-explanatory. The recipient depends upon the thoroughness and accuracy of the report to obtain the facts he must have in order to decide what course of action is appropriate. If any part of the report requires further explanation, then it has failed to serve the intended purpose. The language must be simple and to the point. The reader must not be forced to guess or assume when or where something took place, or whom "he" or "they" refer to. Who, What, When, Where, Why and how are key elements to all reports. Factual information must form the basis of the report. Brevity is desireable to eliminate unnecessary words, but not when it is achieved through the elimination or absence of pertinent information. The best place to write a report, circumstances permitting, is at the scene of the incident or location to which you are dispatched. You must never go off duty until you have accomplished and turned in your report; police work is a 24-hour operation. The information your report contains may be needed by another shift. Never forget that an official report is not your personal property.

Remember, reports reflect the ability and attitude of the writer. Evaluations are often based upon your work as it is presented through

| THE VARIOUS UNITS WILL BE LISTED IN THIS COLUMN | AWOL | DRUNK | DRUNK & DISORDERLY | DRUNKEN DRIVING | DISORDERLY CONDUCT | OFF LIMITS | TRAFFIC | NO POST TAGS | UNIFORM VIOLATIONS | VICE | PASS VIOLATIONS | OTHER | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | ① | ① | ③ | | | | ④ | ① | ① | | | ① | 12 |
| | ① | | | | | | | | | | | | 1 |
| | | | | | | | | | | | | | 0 |
| | | | | | | | | | | | | | 0 |
| | | | | | | | | | | | | | 0 |
| | | | | | | | | | | | | | 0 |
| | | | | | | | | | | | | | 0 |
| | | | | | | | | | | | | | 0 |
| | | | | | | | | | | | | | 0 |
| | | | | | | | | | | | | | 0 |
| | ⑤ | ⑫ | 3 | ⑨ | ③ | | ㉒ | ⑩ | ① | | ② | ② | 69 |
| | | ① | | ④ | ③ | | ⑨ | ① | | | | ⑦ | 25 |
| | ① | ⑤ | | ② | ② | | ⑯ | ① | | | | ④ | 31 |
| | | | | | 1 | | | | | | | | 1 |
| | | | | | | | ① | | | | | | 1 |
| | | | | | | | | | | | | ① | 1 |
| | | 1 | | 1 | | | | | | | | | 2 |
| | | | | | | | ③ | ③ | | | | ② | 8 |
| | ㉑ | ④ | ① | ② | ① | | ① | ① | | | | | 31 |
| | 29 | 24 | 7 | 18 | 10 | | 56 | 17 | 2 | | 2 | 17 | 182 |

193.90

Figure 10-9. — Frequency distribution table. Monthly report of apprehensions.

reports. An incident properly covered but inadequately or erroneously reported fails to provide the end product needed for satisfactory case presentation.

ITEM:

1. SUBJECT: Enter the full name to include Jr., Sr., II, III, etc. Enter the last name first, then first name and middle name. The middle name will be spelled out. If no middle name, enter "NMN" after the first name. Do not use nicknames or aliases. If subject is known to use an alias, and it is pertinent to the report, enter it in Item10 and explain.

2. GRADE: Enter the grade title (BM3) (SK1), not the number rating (E-4).

3. SERVICE NUMBER: Enter only the social security number.

4. ORGANIZATION: Enter the complete organization, installation/ship and city/port, state and overseas APO/FPO, as applicable. Abbreviate if you wish, provided however, that standard abbreviations are used and that other persons reading the report will understand their meaning.

5. DESCRIPTION: This item must be filled in on all original reports; it need not be filled in on supplemental reports. The item consists of eight parts:

a. Color Eyes: Enter the color of the iris of the eye. Police reports have been known to give the eye color as "Red or Blood-shot" which is incorrect. Standard colors would be; brown, hazel, black and blue.

b. Color Hair: Enter the predominant natural color. Whenever time permits, especially in warrant and long-term AWOL cases, check the color you see against the color shown on the subjects identification card. If the hair has been dyed, make an appropriate entry such as "Brown-dyed Red". Also be alert for wigs and toupees.

c. Complexion: Normal entries would be Light, Meduim, Dark, Sallow or Ruddy. Keep in mind that a caucasian subject's complexion during summer may be markedly different from his complexion during winter.

d. Sex (and Race): Enter M for male and F for female; in addition, because it is an important identification aid in police work, always enter the subject's racial origin, using either W for Caucasion, N for Negroid and M for Mongoloid. Hence, Negroid male would be N/M, Caucasion female would be W/F, etc.

e. Age: Enter age in years only. When dealing with a youthful subject, be alert to altered date of birth on identification cards. Such alterations are usually for the purpose of enabling a minor to purchase alcoholic beverages, and constitutes at least the offense of "Altering an Official Document".

f. Weight: Enter in pounds only.

g. Height: Enter in feet and inches.

h. Identifying Marks: The appropriate entry for this item when there is a name in item 1 is either (1) a descriptive entry, (2) the word "None", or (3) the word "Unknown". A descriptive entry should indicate whether the subject has any scars or marks on any part of his body. If he has a tattoo, include what the tattoo depicts (tattoo of Eagle left bicep). If he has a scar, indicate the location and specify the length. A none entry should mean that he has no identifying marks. An unknown entry is appropriate only in those cases when personal contact with the subject is impossible or impractical.

6.HOW DRESSED: Military, Civilian or Mixed are the appropriate basic entries. Describe the general condition of the clothing, not a breakdown of the clothing items. If they are mixed military and civilian, thereby constituting improper wearing of uniform items, this information should be entered in item 10. General condition of clothing should be entered as Wrinkled, Wrinkled and dirty, Neat, Bloodstained and Worn, etc.

7. UNDER INFLUENCE OF: This item applies, regardless of whether or not the subject committed a related offense, such as Drunk or Driving While Intoxicated. It also applies, regardless of whether or not another party (such as Civil Police) took note of subjects condition. If a subject is not under the influence of alcohol but appears to be under the influence of something else such as a prescription or nonprescription drug, marijuana or an opiate such as herion; or other means such as smoke inhalation or water ingestion (near drowning), the item "Other" should be marked. If he is under an influence, check the appropriate block and explain in item 10. If he is not under the influence make a "Not Applicable (N/A) entry". Your explanation must stipulate who observed him under the influence, if civil police charge the subject but in your opinion he is sober, specify that it is civil police opinion. Time elements are highly important in these cases however, because an average person will normally reach sobriety within 4 to 6 hours. When dealing with personnel who appear to be under the influence of something be extremely careful about rendering an opinion of the individuals condition. Except when you are fully satisfied that a simple drunk

case is involved prudence dictates seeking qualified medical diagnoisis of the symptoms.

8. INCIDENT/COMPLAINT: This item consists of three (3) major parts:

a. Type: Basically, the type will be either an "offense," a "victimization" or an "involvement."

(1) An offender may have committed a civil offense or a military offense or both. If a civil offense, enter it exactly as it appears (or you have reason to believe will appear) on the civil record. If a military offense, enter a readily accepted or logical term and be prepared to support it to a directive of the service concerned or to an article of the UCMJ. If both a civil and military offense are involved, enter each offense and then enter the word "CIVIL" in parenthesis after the civil offense and "MA" in parenthesis after the military offense. "AWOL/DFR" reports, enter the effective time and date in parenthesis after the offense. On traffic accidents, enter the words "TRAFFIC ACCIDENT" in parenthesis following the offense, and next enter with "POV" or "GOVT VEH," as applicable, in parenthesis. In general, any parenthetical entry may be included after the offense (but before Civil and MA when used) provided it adds to the clarfication of the offense. Examples: ARMED ROBBERY (SHOTGUN): ASSAULT WITH DEADLY WEAPON (KNIFE): DISORDERLY CONDUCT (SEX) (CIVIL): ASSAULT (VERBAL) (MA); ASSAULT (FISTS). Do not enter the word CHARGED: the offense entry will speak for itself in that respect.

(2) When a subject is victim, the incident/complaint entry should immediately reflect that. Examples: VICTIM OF LARCENY: VICTIM OF ASSAULT (FISTS);VICTIM OF ROBBERY (FEAR). If a subject claims to have been robbed, but is unable to provide specific facts and you have reasonable doubt, it is appropriate to enter VICTIM OF ROBBERY (ALLEGED). All victims of rape will be VICTIM OF RAPE (ALLEGED). You must then explain in Item 10.

(3) One example of an involvement is a traffic accident where a subject is not charged with an offense. Admittedly, if it is determined that a subject in no way contributed to the accident, then he would actually be a victim. However, a fine line often exists concerning accidents, and it is better to stay clear of the word victim. Therefore, use the term "INVOLVED IN TRAFFIC ACCIDENT." Follow with (POV) or (GOVT VEH) in parenthesis. If subject is a passenger- or pedestrian, then use the appropriate parenthetical entry such as "PASSENGER-INJURED" or "PEDESTRIAN". A second example of involvement is when subject is summoned or requested to appear as a witness. In this type case make an entry such as "SUMMONED AS WITNESS TO ROBBERY"; "APPEARANCE AS WITNESS TO TRAFFIC ACCIDENT (REQUESTED)" "MATERIAL WITNESS TO HOMICIDE," etc.

b. Location: In all AWOL/DFR (dropped from rolls) cases, enter the apprehension/surrender location. In all other cases, enter the incident location. This will be entered to the right of the incident/complaint. If the incident location is also the apprehension/surrender location, that will simplify your report somewhat. But if it is not in the lead-off sentence of item 10 where the apprehension/surrender took place and the circumstances surrounding it; that is, was he apprehended on warrant, police lookout, through fingerprint identification, etc; did he surrender when he was informed that he was wanted, did he waive interstate extradition proceedings, etc. When entering the incident location, (location such as a street address, Washington National Airport, Hot Shoppe, Union Station, etc, means that the incident took place inside that location. If it did not, you must specify by writing "IN FRONT OF", ALONGSIDE OF "REAR OF," ADJACENT TO" etc, before you write the location. For example, if a traffic accident occurs opposite a building, you can pinpoint the accident scene in you report by entering IN FRONT OF 1234 45th STREET, NW WASHINGTON, DC or NORTHEAST CORNER OF PARKING LOT REAR OF 1234 35th STREET NW, etc.

c. Hour and date: The same principles apply for hour and date as for location, except in the case of AWOL/DFR incidents. The hour and date in these cases, will be the hour and date of the AWOL/DFR APPREHENSION. The AWOL/DFR date will be placed in parenthesis next to the charge.

9. RECEIVED BY: If you encountered the incident first hand, enter your own name, grade and position. Otherwise, the name of the person at headquarters or elsewhere who received notification should be entered in sequence, "MAC WHITE, Watch Chief, Master at Arms Unit (MA), Washington, D.C." By spelling out Master at Arms Unit and then MA in parenthesis, you may then use (MA) throughout the rest of the report. Further, indicate how the information was obtained by placing an "X" in the

appropriate box provided, telephone, in person or by mail.

10. DETAILS OF INCIDENT: The information you enter here, and the way you enter it, will make or break the entire report. No fixed set of rules can be established to cover the particular details of a given report, however, guidelines have been established concerning how to start, what generally to include, the basic format to be followed, sequence of events, presentation, and wrap-up. A series of formats accompany this guideline to assist you. Refer to them often and follow them, but not blindly, add to or delete from them as necessary to fit the needs of your case. No two incidents are exactly the same. The one thing that remains constant however, is the lead-off sentence. Then you write, "DOE WAS APPREHENDED BY CIVIL POLICE AT THE ABOVE TIME, DATE AND LOCATION AND CHARGED AS INDICATED" or "DOE SURRENDERED TO CIVIL POLICE AT HIS DUTY STATION AT 1200 HOURS, 1 JAN 72, FOLLOWING THEIR PRESENTATION OF A WARRANT CHARGING HIM WITH HAVING COMMITTED THE ABOVE OFFENSE AT THE ABOVE TIME, DATE AND LOCATION INDICATED", we have laid out in a single sentence, the basics of the subject's involvement and have clearly conveyed to the reader WHO is involved, WHAT is involved, and WHEN and WHERE the involvement took place. You now need to go into the WHY and HOW. Whenever possible, start the lead-off sentence with the subject's name. Do not start it with the word "AT". When item 10 is continued on the reverse of the form it should clearly follow all other item continuations, if any. The complete name, rank, SSAN, and telephone number of the individual with whom the status check was made will be indicated in the body of the report.

a. General: Other than on traffic accident reports (Ref Para b) item 10 will be prepared in a single block paragraph format. It will normally (1) begin with a subject's contact (apprehension/surrender/victim or witness) with law enforcement or other authority, (2) progress through an account of his involvement in the incident, and (3) end with information pertaining to his physical disposition. ( Where is he? ) Standard abbreviations may be used in item 10 such as organization, MA, etc., providing it does not take away from the meaning of the report. Use complete sentences it item 10 except in the case of traffic accidents where it is not totally feasible.

b. Traffic Accidents: A completed sample has been prepared to guide you in making out these exceptions to the single paragraph format.

11. EVALUATION: Normally this item will not be completed. However, if an evaluation is requested by the addressee of the report, such an evaluation will be provided by the operations section.

12. PERSONS RELATED TO THE REPORT: Enter last names first, then first name and middle initial. When military, enter standard grade abbreviation, social security number and complete organization in that order. Enter grades and badge numbers of civil police, and their district/sub-staion and department. If the subject was apprehended by civil police, the first name of the entered should be that of the apprehending policeman. Do not hesitate to use this item to list complainants, victims, suspects, witnesses, accomplices, etc.

Once entered in this item, refer in item 10 by last name only, except when there is more than one of the same name then use the full name.

13. DISPOSITION OF INCIDENT/COMPLAINT: This item consists of three parts:

a. Referred to: Normally, the only entry to be made is the identification of the report writer by radio call sign. Do not use the vehicle number. If the incident was not covered by a patrol (subject surrenders to Watch Chief) an entry is not required.

b. Offender: If the subject of your report was an offender, this entry will almost always begin with either "RELEASED TO" or "DETAINED" or "ADMITTED" and go on to specify to whom or where. One of those three should always appear when a subject was charged. In those cases where an offense has not been committed, such as victim or witness reports, you should line out the word OFFENDER and enter a more appropriate term such as SUBJECT ALLOWED TO PROCEED. Once you have subject released to whom and where, then enter the disposition time and date. Example, "RELEASED TO PMO, FT. MYER, VA., AT 2030 HRS., 1 JAN 72," or "SUBJECT ALLOWED TO PROCEED AT 2030 HRS., 1 JAN 72". Be sure, when applicable, that the time and date shown on the DD Form 629 (Receipt for prisoner or detained person) are the same as those shown on the Incident/Complaint report. Disposition of subjects are normally decided upon by the Watch Chief; therefore, he should be consulted and no disposition should be undertaken without his concurrence or someone superior to him in the chain of Command.

c. Evidence and Notifications: Most of the time you will have already mentioned evidence in item 10 of your report. Even so, it must also be identified in this item to include disposition of it. Apart from report considerations, do not forget to mark or in some way record the evidence so that you will later be able to identify it and prove chain of custody should the need arise. In addition to evidence description and disposition, this item is used to record notification of persons such as organizations, investigative agencies, higher headquarters, etc., as to the incident. As with subject disposition, notifications are primarily the Watch Chief's responsibility and will normally be carried out and recorded on the report by him. When space precludes extensive information, continue this item on the reverse side of the form.

14. ENCLOSURES: Enter here a very brief description of any documents associated with the case that will be sent to the recipient as attachments to the report. Examples are DD Forms 460 (Provisional Pass) and DD Form 2N (Armed Forces Identification Card). When in doubt about making an entry, consult the Watch Chief.

15. DISTRIBUTION: Make an entry here only in those cases when a copy of the report has been provided to someone other than a member of MA. Do not give a copy of a report to anyone without the prior approval of the Watch Chief or higher MA authority. The information contained in the police reports is privileged and is not to be released or discussed with any person not having an official right and need to know.

16. SIGNATURE ELEMENT: No person below the position of Watch Chief need be concerned with the signature element. The Watch Chief must always sign the original report and print his name above his signature. Also he must sign all copies of reports that are provided to any other agencies such as investigative agencies or copies that accompany the subjects to their release point. When the report is sent to the Administrative office, it is then typed in the smooth, signed by the commanding officer or executive officer in the signature block and forwarded to the subject's command.

17. DATE AND PLACE OF BIRTH: Enter the date and place of birth on the reverse side of the form. Place of birth must be a city, town or county and state, when born in the United States or Country/Territory, when born outside the United States.

## ADDITIONAL GUIDELINES FOR PREPARING INCIDENT/COMPLAINT REPORTS

1. Interstate highways will be referred to as US Route 195, US Route 495. State Highways will be referred to as Md Route 32, and Va Route 123.

2. Civil Police agencies will be entered in Item 12 as follows: (Examples)

Metropolitan Police, D.C.
(Substation #1, District #1)

Police Department, Prince Georges
County, Md. (Upper Marlboro Station)

Police Department
Alexandria, Va.

U.S. Park Police, Wash,
DC (Greenbelt Station)

3. Serious incident reports that are not completed prior to daily close-out of the blotter will be entered in the blotter prior to close-out as an information entry, so that blotter recipients will be aware that a serious incident is being worked. Include in the information entry a statement that "Report not completed; normal case number blotter entry will be made upon completion".

4. Differences in bond amounts, court appearances, or references to bonds in one sentence and collateral in the next, must be explained. Insure that the bond amount given in the report is the actual bond figure and not the amount paid a bondsman which is only a percentage of the actual bond.

5. Correct spelling is a responsibility of the report writer, when in doubt, either consult a dictionary or use another word if possible.

6. Slang terms such as BOOKED or TOTALED should not be used in reports. They may be acceptable in everyday conversation but are not appropriate for inclusion in official reports.

7. Civil Police Traffic Violation Notices or Traffic Summon numbers will be included in reports. This is necessary, so that Liaison can locate the report in court.

8. Charge(s) contained in Item 8 will not be repeated in Item 10 unless it is absolutely essential to the case presentation or to sentence structure. The term "AND CHARGED AS INDICATED" will be used in the first sentence of Item 10 whenever appropriate.

9. When status checks are conducted on subjects *in* transient status, the report must specify whether the check was made with subject's "losing unit" or subject's "gaining unit". To say simply "subject's unit" is not sufficient.

10. Whether or not traffic operators other than a subject of the report were charged by civil police they will be entered as the last part of the Summary Section, item 10. Examples: Operator of Vehicle #2 was charged by civil police for "Colliding;" Operator of Vehicle #2 was not charged by civil police. Further information on such charges, such as bond/TVN/court will not be entered.

11. When passengers in vehicles are injured in traffic accidents, the Injuries Section of Item 10 must include the passengers address (if same as an operator, say "Same as Operator of Vehicle", instead of repeating unnecessarily) and which vehicle he was a passenger in.

12. No original reports will be removed from MA Hq for any reason.

13. Patrol sections will not obtain or report information pertaining to past court appearances unless an original report is being written after a subject has already been to court. Information pertaining to further court appearances will be reported by patrol sections in all cases.

14. When information is added or any change is made to a report already signed by a Watch Chief, the Watch Chief making the addition must also sign the report and his name entered in Item 12.

15. In cases where a subject has been released by civil authorities before the MA is notified or before they arrive, and certain lesser information such as the physical description of the subject is not readily available, do not allow yourself to stay tied up to obtain the information. The Watch Chief should follow through if the information can be easily obtained by telephone. It is not intended that long periods of time or a great deal of effort be expended in seeking a subject's physical description.

16. Do not confuse words. Keep in mind that a status check cannot "state", and a vehicle is not a "who".

17. Do not use terms such as Bethesda Naval Hospital, Hyattsville Jail, Upper Marlboro Court, etc. Find out the correct terminology. (Examples: NNMC, Bethesda, Md., Prince Georges County Jail, Hyattsville, Md; Prince Georges County Court, Upper Marlboro, Md.)

18. Do not issue Provisional Passes to subjects who have been granted a loan from the USO Military Loan Fund and still have sufficient time to make their destination.

19. The word "TAG" will be used when dealing with POV descriptions; and the word "REGISTRATION" will be used when dealing with GOV descriptions.

20. Normally, when civil police turn a subject over to you at the incident location, he has not been charged. This is to say that his name has not been and will not be entered on the civil police arrest record.

Item 8 of DD Form 1569 would then contain the term "NOT CHARGED." in parenthesis, and Item 10 wording would read that he was turned over "WITHOUT CIVIL CHARGES." Accordingly, you must insure in every case that the subject's name has not and will not be entered on the civil police arrest record, because if it has been or will be the following paragraph will apply.

21. Normally, when civil police turn a subject over to you at their station, his name and an offense have been entered on their arrest record. This means that they have in fact charged him, even though there is no intention of having him post collateral, be detained in civil police custody, or appear in civil court. In effect, he is being turned over to military control "WITHOUT CIVIL ACTION PENDING, FOR MILITARY ACTION AS DEEMED NECESSARY," and this is the term to be entered in Item 10 of DD Form 1569 vice the term "NOT CHARGED" in Item 8. Determine to a certainty in each case, whether or not a civil police arrest record entry has been or will be made, and write your report accordingly.

### Accuracy and Understanding

When you have completed your report, read it. Does it make sense to you? Will persons not familiar with the incident be able to determine what took place by reading your report? If there is any doubt in your mind or if you have to read it more than once to understand it, more than likely there is something missing. Do not hesitate to request help from your supervisors, and when you have a partner, have him check it over for accuracy and completeness. Two heads are better than one. Sample incident/complaint forms are illustrated in figure 10-10 through 10-12.

### MILITARY POLICE RECEIPT FOR PROPERTY (DA FORM 19-31)

This form will be used as a receipt for property seized as evidence, or received from prisoners or detained persons for safekeeping.

The form normally is prepared after a careful inventory of the property received or impounded. The inventory and listing of property on the receipt should be accomplished in the presence of the person from whom the property is taken or received and witnessed by a third person when possible. The person from whom the property was obtained will review the completed form and sign the original below the last item. Should the person be incompetent or refuse to sign the receipt at the time of surrendering property, that fact will be stated beneath the last item and one person in addition to the individual taking custody of the property will witness the transaction, check the property, and sign the receipt below the statement of incompetemcy or refusal. The form will be signed by the person taking custody of the property.

When property is released, the recipient will acknowledge receipt by signing the original copy in the space "Received By" in the chain of custody section of the form.

A sample form is illustrated in figure 10-13.

## MILITARY POLICE RADIO LOG (DA FORM 19-43)

The Master at Arms Radio log is the official record of all Master at Arms radio traffic, and is filed chronologically by date in the operations officer's office or the radio dispatcher station. The radio log is illustrated in figure 10-14.

## MILITARY POLICE DESK BLOTTER (DA FORM 3997)

This is a daily chronological record of police activity developed from reports, complaints, incidents, or information received and actions resulting therefrom. The desk blotter does not serve as a substitute for the Incident/Complaint report. Entries will be in narrative form and will contain the essentials of the report, concisely stating the who, what, when, where, how and identity of persons related to the incident. The action taken column will always contain the report/case number and the initials of the person recording the entry will be indicated in the column provided.

Information concerning the administration of the military police station, e.g., personnel changes, inspections, visitors, etc., and other administrative data will be recorded on the blotter.

The desk blotter covers the period from 0001 to 2400 hours. Time recorded in the "time column" will be the time the information is received. The first daily entry on each blotter is always "blotter opened." The Watch Chief is responsible for preparation of the blotter during his tour of duty. The Watch Chief or duty officer will verify the entries and sign the blotter immediately following the last entry when the blotter is closed at 2400 hours and/or upon completion of his tour of duty.

Figure 10-15 shows a sample desk blotter with various entries.

## PROVISIONAL PASS (DD FORM 460)

The provisional pass will be used when it is necessary to provide members of the Armed Forces with valid passes for use during travel to their units under conditions such as those stated below:

1. Persons apprehended for violations not serious enough to warrant further custody, but delayed to the extent that they are unable to report to their stations within the time limit of existing orders or pass.
2. Absentees whose detention is not warranted.
3. Persons whose pass or leave papers have been lost or destroyed.

The pass will be typewritten or printed in triplicate and signed by the Watch Chief or Patrolman. The person to whom the pass is issued will sign the three copies on the reverse.

The original (white) will be given to the serviceman; the duplicate (yellow) copy will be forwarded to the subject's commanding officer and the blue copy will be retained by the preparing agency and attached to the incident/complaint report. (See figure 10-16.)

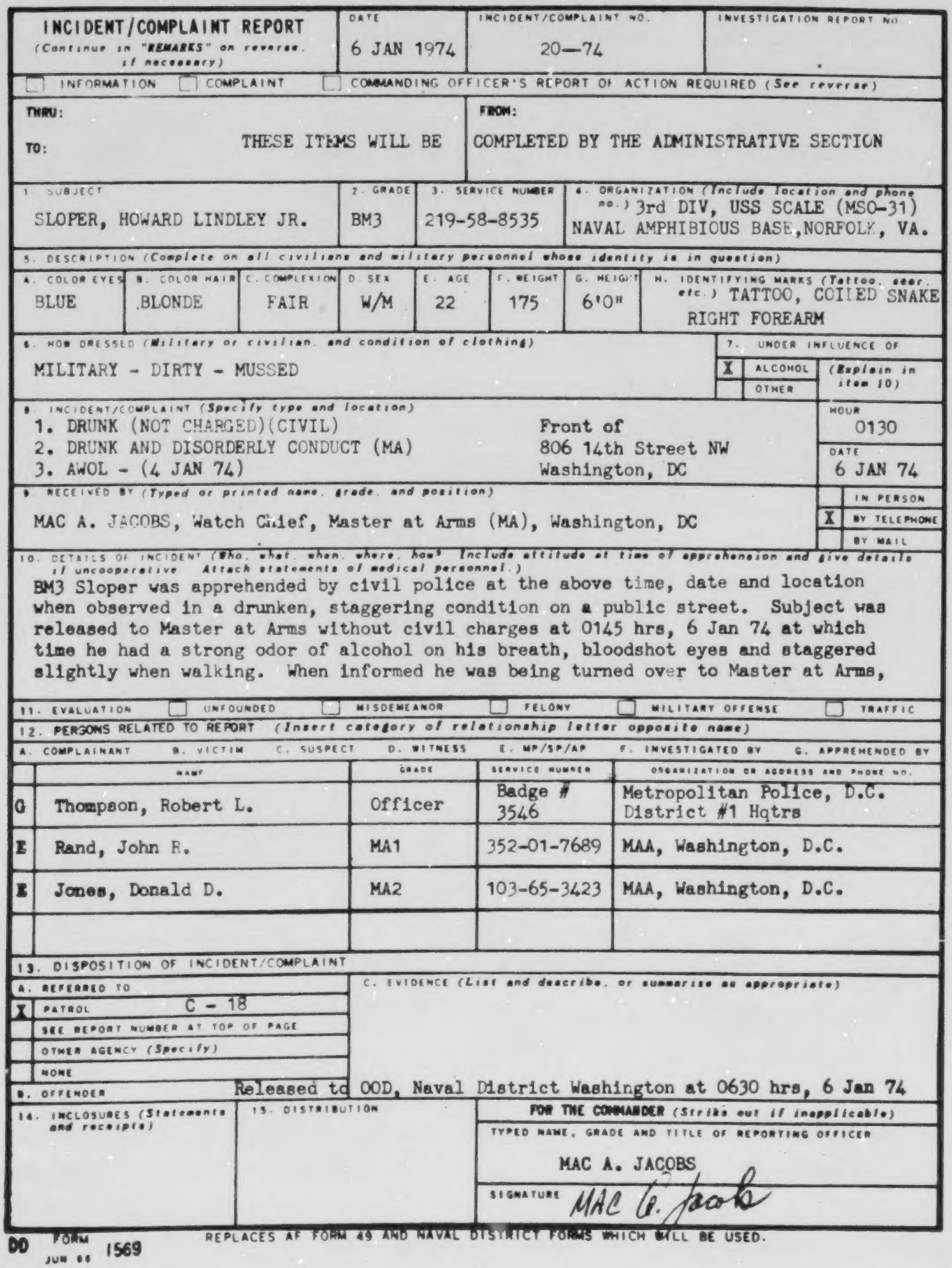
## RECEIPT FOR PRISONER OR DETAINED PERSON (DD FORM 629)

The Receipt for Prisoner or Detained Person (DD Form 629) will be prepared in duplicate by the agency or command relinquishing custody of the prisoner. The form will be signed by the individual authorized to receive the prisoner.

The signed original copy of the receipt for prisoner form will be filed by the unit relinquishing custody of the prisoner. The duplicate copy will be filed by the unit receiving custody of the prisoner. After the subject has been released, the receipt is returned to the Watch Chief who will ensure that the time is entered in the blotter and that the 629 is attached to the incident/complaint report. (See figure 10-17.)

## VEHICLE/EQUIPMENT REQUEST AND RECORD

When assigned a vehicle you will be given a written dispatch, known as the Vehicle/Equip-Request and Record, NavFac Form 9-11240/1.



**INCIDENT/COMPLAINT REPORT**
(Continue in "REMARKS" on reverse, if necessary)

DATE: 6 JAN 1974
INCIDENT/COMPLAINT NO.: 20—74
INVESTIGATION REPORT NO:

☐ INFORMATION ☐ COMPLAINT ☐ COMMANDING OFFICER'S REPORT OF ACTION REQUIRED (See reverse)

THRU:
TO: THESE ITEMS WILL BE
FROM: COMPLETED BY THE ADMINISTRATIVE SECTION

1. SUBJECT: SLOPER, HOWARD LINDLEY JR.
2. GRADE: BM3
3. SERVICE NUMBER: 219-58-8535
4. ORGANIZATION (Include location and phone no.) 3rd DIV, USS SCALE (MSO-31) NAVAL AMPHIBIOUS BASE,NORFOLK, VA.

5. DESCRIPTION (Complete on all civilians and military personnel whose identity is in question)

| A. COLOR EYES | B. COLOR HAIR | C. COMPLEXION | D. SEX | E. AGE | F. WEIGHT | G. HEIGHT | H. IDENTIFYING MARKS (Tattoo, scar, etc.) |
|---|---|---|---|---|---|---|---|
| BLUE | BLONDE | FAIR | W/M | 22 | 175 | 6'0" | TATTOO, COILED SNAKE RIGHT FOREARM |

6. HOW DRESSED (Military or civilian, and condition of clothing): MILITARY - DIRTY - MUSSED

7. UNDER INFLUENCE OF: ☒ ALCOHOL ☐ OTHER (Explain in item 10)

8. INCIDENT/COMPLAINT (Specify type and location)
1. DRUNK (NOT CHARGED)(CIVIL)
2. DRUNK AND DISORDERLY CONDUCT (MA)
3. AWOL - (4 JAN 74)

Front of
806 14th Street NW
Washington, DC

HOUR: 0130
DATE: 6 JAN 74

9. RECEIVED BY (Typed or printed name, grade, and position): MAC A. JACOBS, Watch Chief, Master at Arms (MA), Washington, DC

☐ IN PERSON ☒ BY TELEPHONE ☐ BY MAIL

10. DETAILS OF INCIDENT (Who, what, when, where, how? Include attitude at time of apprehension and give details if uncooperative. Attach statements of medical personnel.)

BM3 Sloper was apprehended by civil police at the above time, date and location when observed in a drunken, staggering condition on a public street. Subject was released to Master at Arms without civil charges at 0145 hrs, 6 Jan 74 at which time he had a strong odor of alcohol on his breath, bloodshot eyes and staggered slightly when walking. When informed he was being turned over to Master at Arms,

11. EVALUATION ☐ UNFOUNDED ☐ MISDEMEANOR ☐ FELONY ☐ MILITARY OFFENSE ☐ TRAFFIC

12. PERSONS RELATED TO REPORT (Insert category of relationship letter opposite name)

A. COMPLAINANT B. VICTIM C. SUSPECT D. WITNESS E. MP/SP/AP F. INVESTIGATED BY G. APPREHENDED BY

|  | NAME | GRADE | SERVICE NUMBER | ORGANIZATION OR ADDRESS AND PHONE NO. |
|---|---|---|---|---|
| G | Thompson, Robert L. | Officer | Badge # 3546 | Metropolitan Police, D.C.<br>District #1 Hqtrs |
| E | Rand, John R. | MA1 | 352-01-7689 | MAA, Washington, D.C. |
| E | Jones, Donald D. | MA2 | 103-65-3423 | MAA, Washington, D.C. |
|  |  |  |  |  |

13. DISPOSITION OF INCIDENT/COMPLAINT

A. REFERRED TO
☒ PATROL C - 18
☐ SEE REPORT NUMBER AT TOP OF PAGE
☐ OTHER AGENCY (Specify)
☐ NONE

B. OFFENDER Released to OOD, Naval District Washington at 0630 hrs, 6 Jan 74

C. EVIDENCE (List and describe, or summarize as appropriate)

14. INCLOSURES (Statements and receipts)

15. DISTRIBUTION

FOR THE COMMANDER (Strike out if inapplicable)

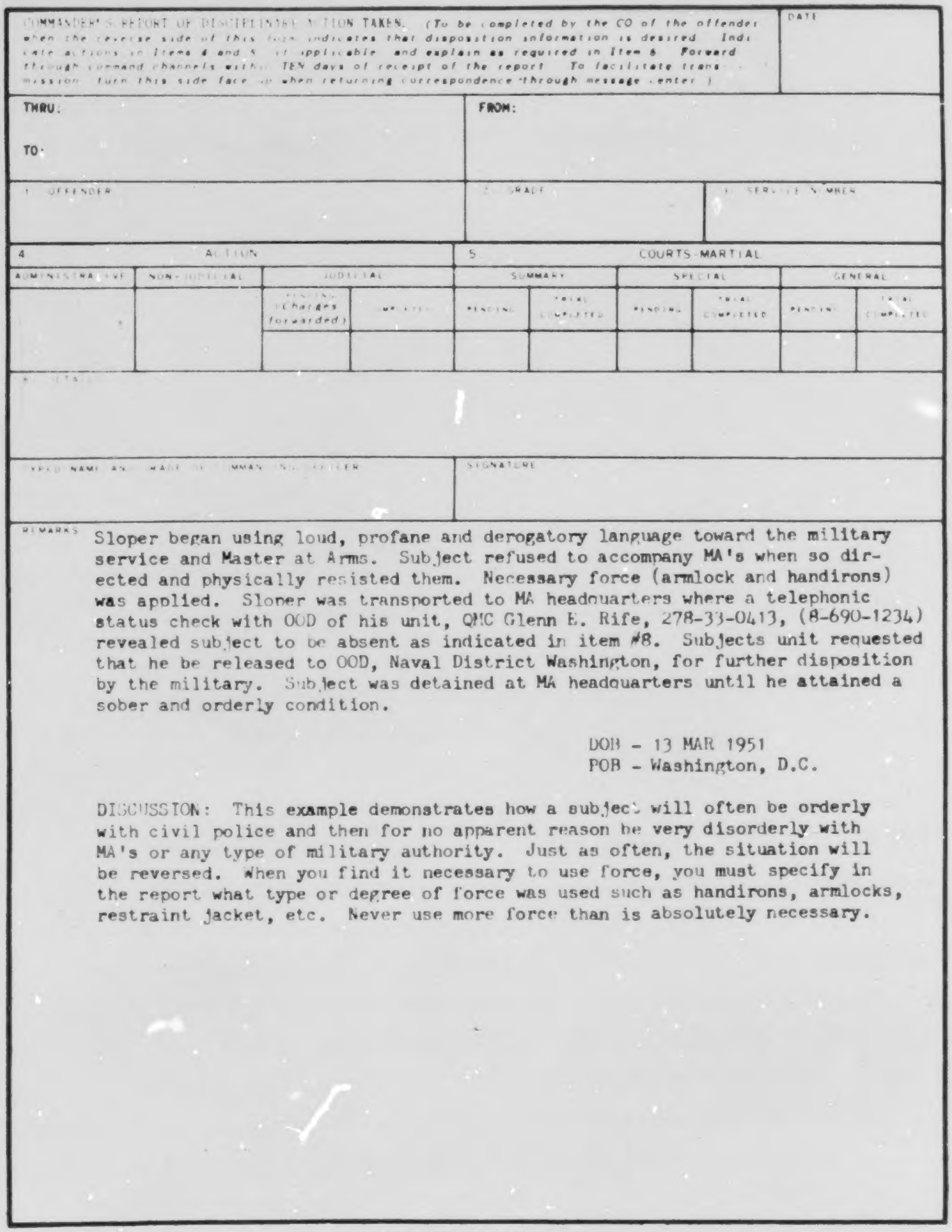
TYPED NAME, GRADE AND TITLE OF REPORTING OFFICER: MAC A. JACOBS

SIGNATURE: MAC A. Jacobs

DD FORM JUN 66 1569 REPLACES AF FORM 49 AND NAVAL DISTRICT FORMS WHICH WILL BE USED.

193.91

Figure 10-10.—Incident/Complaint Report (Drunk) DD Form 1569.



COMMANDER'S REPORT OF DISCIPLINARY ACTION TAKEN. *(To be completed by the CO of the offender when the reverse side of this form indicates that disposition information is desired. Indicate actions in Items 4 and 5, if applicable, and explain as required in Item 6. Forward through command channels within TEN days of receipt of the report. To facilitate transmission, turn this side face up when returning correspondence through message center.)*

DATE

THRU:

TO:

FROM:

1. OFFENDER

2. GRADE

3. SERVICE NUMBER

| 4 ACTION | | | | 5 COURTS-MARTIAL | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| ADMINISTRATIVE | NON-JUDICIAL | JUDICIAL | | SUMMARY | | SPECIAL | | GENERAL | |
| | | PENDING (Charges forwarded) | COMPLETED | PENDING | TRIAL COMPLETED | PENDING | TRIAL COMPLETED | PENDING | TRIAL COMPLETED |
| | | | | | | | | | |

6. DETAILS

TYPED NAME AND GRADE OF COMMANDING OFFICER

SIGNATURE

REMARKS Sloper began using loud, profane and derogatory language toward the military service and Master at Arms. Subject refused to accompany MA's when so directed and physically resisted them. Necessary force (armlock and handirons) was applied. Sloper was transported to MA headquarters where a telephonic status check with OOD of his unit, QMC Glenn E. Rife, 278-33-0413, (8-690-1234) revealed subject to be absent as indicated in item #8. Subjects unit requested that he be released to OOD, Naval District Washington, for further disposition by the military. Subject was detained at MA headquarters until he attained a sober and orderly condition.

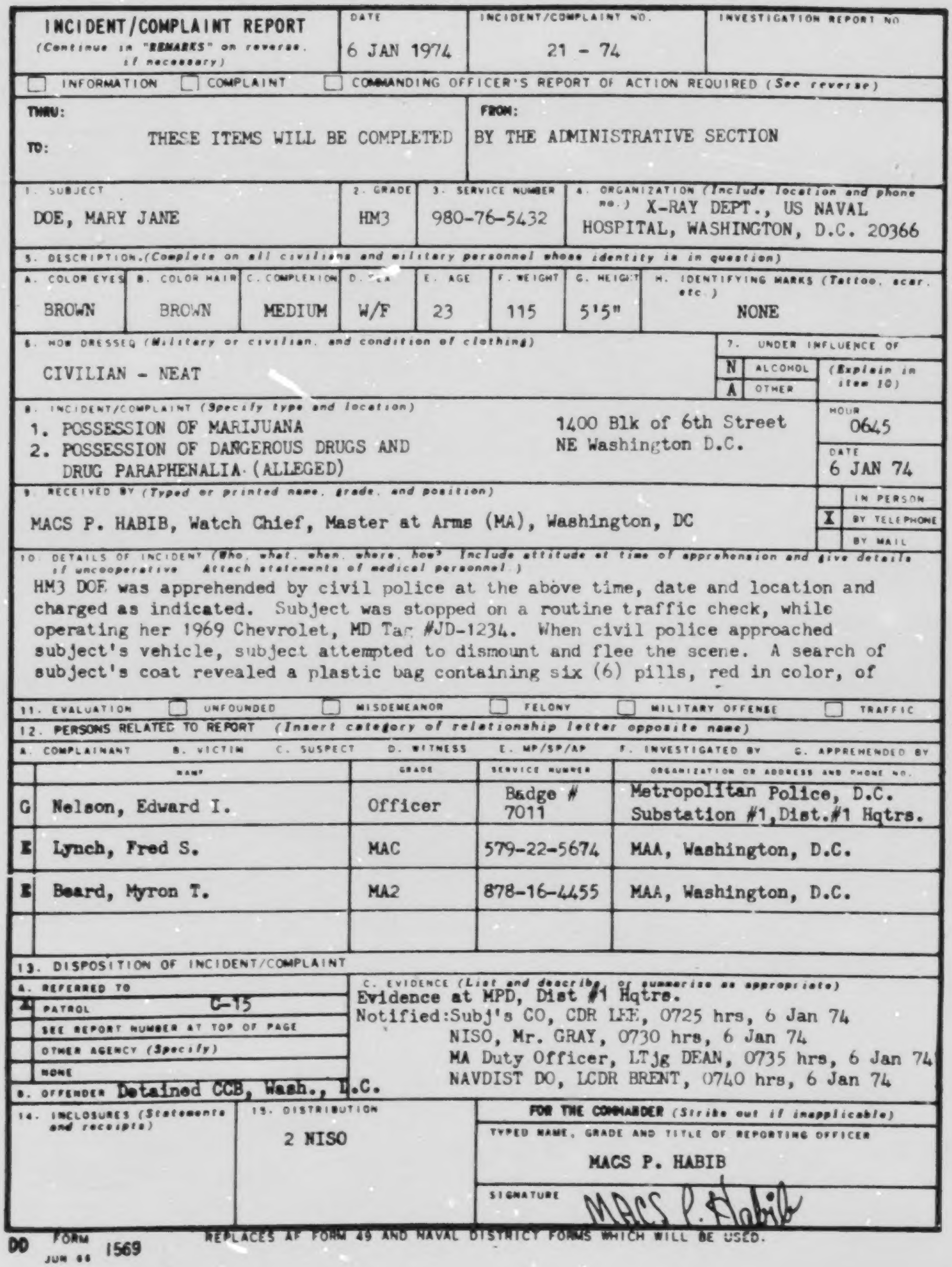
DOB - 13 MAR 1951
POB - Washington, D.C.

DISCUSSION: This example demonstrates how a subject will often be orderly with civil police and then for no apparent reason be very disorderly with MA's or any type of military authority. Just as often, the situation will be reversed. When you find it necessary to use force, you must specify in the report what type or degree of force was used such as handirons, armlocks, restraint jacket, etc. Never use more force than is absolutely necessary.

U.S. GOVERNMENT PRINTING OFFICE 1968 O - 299-013

193.91.1

Figure 10-10. — Incident/Complaint Report (Drunk) DD Form 1569 — continued.



| | | | |
|---|---|---|---|
| **INCIDENT/COMPLAINT REPORT**<br>*(Continue in "REMARKS" on reverse, if necessary)* | DATE<br>6 JAN 1974 | INCIDENT/COMPLAINT NO.<br>21 - 74 | INVESTIGATION REPORT NO |

☐ INFORMATION ☐ COMPLAINT ☐ COMMANDING OFFICER'S REPORT OF ACTION REQUIRED *(See reverse)*

THRU:

TO: THESE ITEMS WILL BE COMPLETED

FROM: BY THE ADMINISTRATIVE SECTION

| | | | |
|---|---|---|---|
| 1. SUBJECT<br>DOE, MARY JANE | 2. GRADE<br>HM3 | 3. SERVICE NUMBER<br>980-76-5432 | 4. ORGANIZATION *(Include location and phone no.)* X-RAY DEPT., US NAVAL HOSPITAL, WASHINGTON, D.C. 20366 |

5. DESCRIPTION. *(Complete on all civilians and military personnel whose identity is in question)*

| A. COLOR EYES | B. COLOR HAIR | C. COMPLEXION | D. SEX | E. AGE | F. WEIGHT | G. HEIGHT | H. IDENTIFYING MARKS *(Tattoo, scar, etc.)* |
|---|---|---|---|---|---|---|---|
| BROWN | BROWN | MEDIUM | W/F | 23 | 115 | 5'5" | NONE |

6. HOW DRESSED *(Military or civilian, and condition of clothing)*

CIVILIAN - NEAT

7. UNDER INFLUENCE OF

| | | |
|---|---|---|
| N | ALCOHOL | *(Explain in item 10)* |
| A | OTHER | |

8. INCIDENT/COMPLAINT *(Specify type and location)*

1. POSSESSION OF MARIJUANA
2. POSSESSION OF DANGEROUS DRUGS AND DRUG PARAPHENALIA (ALLEGED)

1400 Blk of 6th Street<br>NE Washington D.C.

HOUR 0645

DATE 6 JAN 74

9. RECEIVED BY *(Typed or printed name, grade, and position)*

MACS P. HABIB, Watch Chief, Master at Arms (MA), Washington, DC

☐ IN PERSON
☒ BY TELEPHONE
☐ BY MAIL

10. DETAILS OF INCIDENT *(Who, what, when, where, how? Include attitude at time of apprehension and give details if uncooperative. Attach statements of medical personnel.)*

HM3 DOE was apprehended by civil police at the above time, date and location and charged as indicated. Subject was stopped on a routine traffic check, while operating her 1969 Chevrolet, MD Tag #JD-1234. When civil police approached subject's vehicle, subject attempted to dismount and flee the scene. A search of subject's coat revealed a plastic bag containing six (6) pills, red in color, of

11. EVALUATION ☐ UNFOUNDED ☐ MISDEMEANOR ☐ FELONY ☐ MILITARY OFFENSE ☐ TRAFFIC

12. PERSONS RELATED TO REPORT *(Insert category of relationship letter opposite name)*

A. COMPLAINANT B. VICTIM C. SUSPECT D. WITNESS E. MP/SP/AP F. INVESTIGATED BY G. APPREHENDED BY

| | NAME | GRADE | SERVICE NUMBER | ORGANIZATION OR ADDRESS AND PHONE NO. |
|---|---|---|---|---|
| G | Nelson, Edward I. | Officer | Badge # 7011 | Metropolitan Police, D.C. Substation #1, Dist. #1 Hqtrs. |
| E | Lynch, Fred S. | MAC | 579-22-5674 | MAA, Washington, D.C. |
| E | Beard, Myron T. | MA2 | 878-16-4455 | MAA, Washington, D.C. |
| | | | | |

13. DISPOSITION OF INCIDENT/COMPLAINT

A. REFERRED TO
☒ PATROL C-15
☐ SEE REPORT NUMBER AT TOP OF PAGE
☐ OTHER AGENCY *(Specify)*
☐ NONE

B. OFFENDER Detained CCB, Wash., D.C.

C. EVIDENCE *(List and describe, or summarize as appropriate)*

Evidence at MPD, Dist #1 Hqtrs.
Notified: Subj's CO, CDR LEE, 0725 hrs, 6 Jan 74
NISO, Mr. GRAY, 0730 hrs, 6 Jan 74
MA Duty Officer, LTjg DEAN, 0735 hrs, 6 Jan 74
NAVDIST DO, LCDR BRENT, 0740 hrs, 6 Jan 74

14. INCLOSURES *(Statements and receipts)*

15. DISTRIBUTION

2 NISO

FOR THE COMMANDER *(Strike out if inapplicable)*

TYPED NAME, GRADE AND TITLE OF REPORTING OFFICER

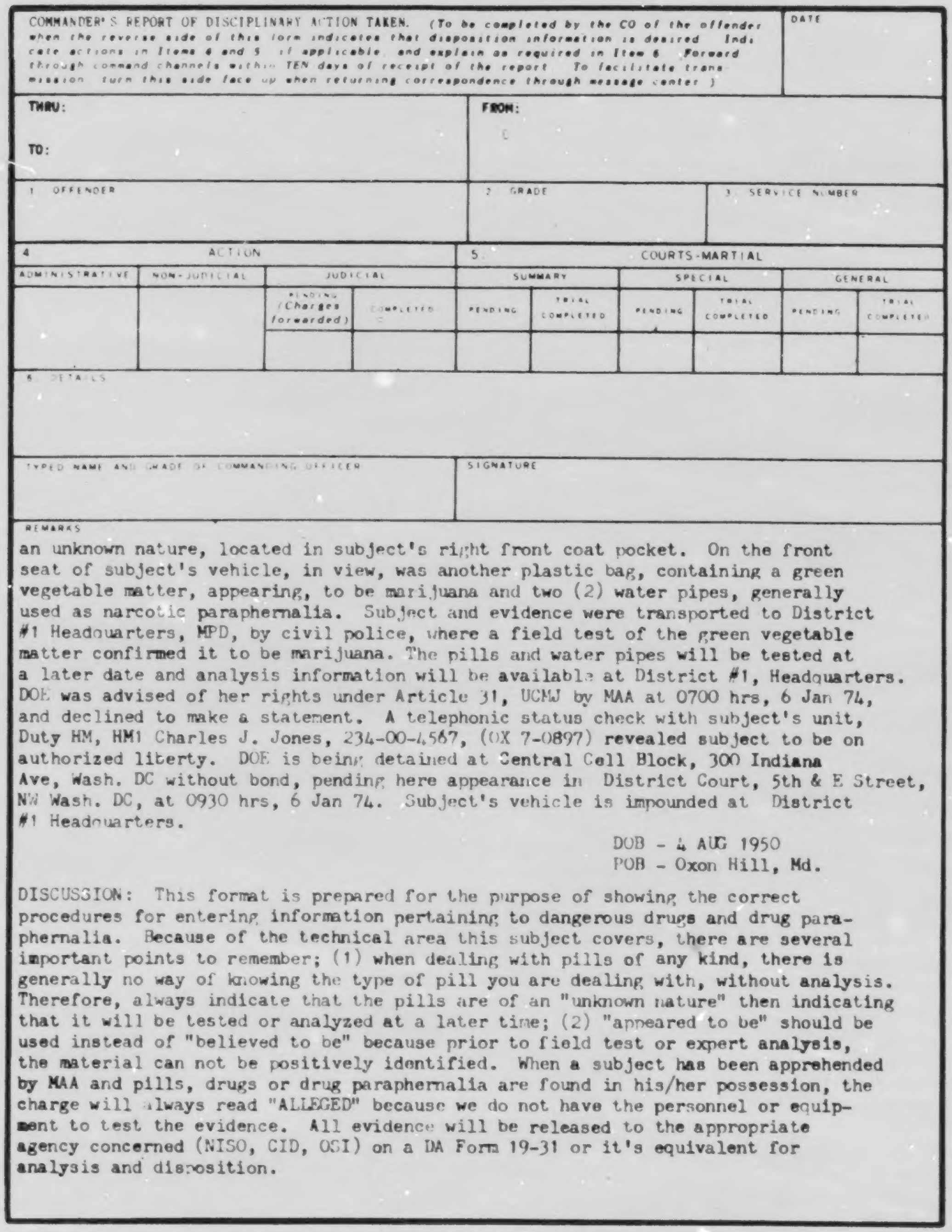
MACS P. HABIB

SIGNATURE MACS P. Habib

DD FORM JUN 66 1569 REPLACES AF FORM 49 AND NAVAL DISTRICT FORMS WHICH WILL BE USED.

193.92

Figure 10-11.—Incident/Complaint Report (Possession) DD Form 1569.



**COMMANDER'S REPORT OF DISCIPLINARY ACTION TAKEN.** *(To be completed by the CO of the offender when the reverse side of this form indicates that disposition information is desired. Indicate actions in Items 4 and 5 if applicable, and explain as required in Item 6. Forward through command channels within TEN days of receipt of the report. To facilitate transmission, turn this side face up when returning correspondence through message center.)*

DATE

**THRU:**

**TO:**

**FROM:**

1. OFFENDER

2. GRADE

3. SERVICE NUMBER

| 4 ACTION | | | | 5. COURTS-MARTIAL | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| ADMINISTRATIVE | NON-JUDICIAL | JUDICIAL | | SUMMARY | | SPECIAL | | GENERAL | |
| | | PENDING (Charges forwarded) | COMPLETED | PENDING | TRIAL COMPLETED | PENDING | TRIAL COMPLETED | PENDING | TRIAL COMPLETED |
| | | | | | | | | | |

6. DETAILS

TYPED NAME AND GRADE OF COMMANDING OFFICER

SIGNATURE

REMARKS

an unknown nature, located in subject's right front coat pocket. On the front seat of subject's vehicle, in view, was another plastic bag, containing a green vegetable matter, appearing, to be marijuana and two (2) water pipes, generally used as narcotic paraphernalia. Subject and evidence were transported to District #1 Headquarters, MPD, by civil police, where a field test of the green vegetable matter confirmed it to be marijuana. The pills and water pipes will be tested at a later date and analysis information will be available at District #1, Headquarters. DOE was advised of her rights under Article 31, UCMJ by MAA at 0700 hrs, 6 Jan 74, and declined to make a statement. A telephonic status check with subject's unit, Duty HM, HM1 Charles J. Jones, 234-00-4567, (OX 7-0897) revealed subject to be on authorized liberty. DOE is being detained at Central Cell Block, 300 Indiana Ave, Wash. DC without bond, pending here appearance in District Court, 5th & E Street, NW Wash. DC, at 0930 hrs, 6 Jan 74. Subject's vehicle is impounded at District #1 Headquarters.

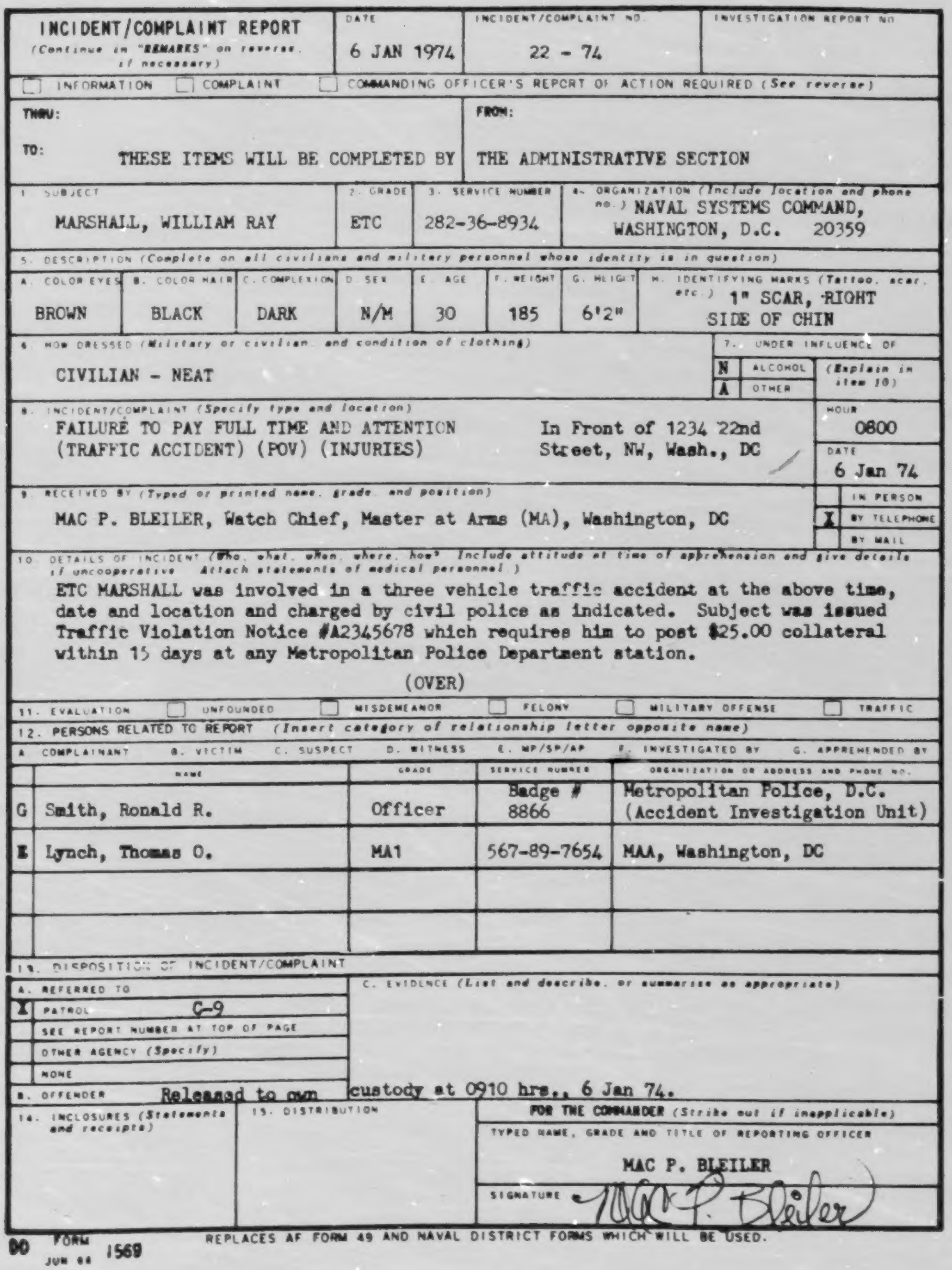
DOB - 4 AUG 1950
POB - Oxon Hill, Md.

DISCUSSION: This format is prepared for the purpose of showing the correct procedures for entering information pertaining to dangerous drugs and drug paraphernalia. Because of the technical area this subject covers, there are several important points to remember; (1) when dealing with pills of any kind, there is generally no way of knowing the type of pill you are dealing with, without analysis. Therefore, always indicate that the pills are of an "unknown nature" then indicating that it will be tested or analyzed at a later time; (2) "appeared to be" should be used instead of "believed to be" because prior to field test or expert analysis, the material can not be positively identified. When a subject has been apprehended by MAA and pills, drugs or drug paraphernalia are found in his/her possession, the charge will always read "ALLEGED" because we do not have the personnel or equipment to test the evidence. All evidence will be released to the appropriate agency concerned (NISO, CID, OSI) on a DA Form 19-31 or it's equivalent for analysis and disposition.

U S GOVERNMENT PRINTING OFFICE [illegible]

193.92.1

Figure 10-11. — Incident/Complaint Report (Possession) DD Form 1569 — continued.



**INCIDENT/COMPLAINT REPORT**
*(Continue in "REMARKS" on reverse, if necessary)*

DATE: 6 JAN 1974
INCIDENT/COMPLAINT NO.: 22 - 74
INVESTIGATION REPORT NO:

☐ INFORMATION ☐ COMPLAINT ☐ COMMANDING OFFICER'S REPORT OF ACTION REQUIRED *(See reverse)*

THRU:
TO: THESE ITEMS WILL BE COMPLETED BY
FROM: THE ADMINISTRATIVE SECTION

| 1. SUBJECT | 2. GRADE | 3. SERVICE NUMBER | 4. ORGANIZATION *(Include location and phone no.)* |
|---|---|---|---|
| MARSHALL, WILLIAM RAY | ETC | 282-36-8934 | NAVAL SYSTEMS COMMAND, WASHINGTON, D.C. 20359 |

5. DESCRIPTION *(Complete on all civilians and military personnel whose identity is in question)*

| A. COLOR EYES | B. COLOR HAIR | C. COMPLEXION | D. SEX | E. AGE | F. WEIGHT | G. HEIGHT | H. IDENTIFYING MARKS *(Tattoo, scar, etc.)* |
|---|---|---|---|---|---|---|---|
| BROWN | BLACK | DARK | N/M | 30 | 185 | 6'2" | 1" SCAR, RIGHT SIDE OF CHIN |

6. HOW DRESSED *(Military or civilian, and condition of clothing)*: CIVILIAN - NEAT

7. UNDER INFLUENCE OF *(Explain in item 10)*
N ALCOHOL
A OTHER

8. INCIDENT/COMPLAINT *(Specify type and location)*
FAILURE TO PAY FULL TIME AND ATTENTION (TRAFFIC ACCIDENT) (POV) (INJURIES) In Front of 1234 22nd Street, NW, Wash., DC
HOUR: 0800
DATE: 6 Jan 74

9. RECEIVED BY *(Typed or printed name, grade, and position)*: MAC P. BLEILER, Watch Chief, Master at Arms (MA), Washington, DC
☐ IN PERSON
☒ BY TELEPHONE
☐ BY MAIL

10. DETAILS OF INCIDENT *(Who, what, when, where, how? Include attitude at time of apprehension and give details if uncooperative. Attach statements of medical personnel.)*

ETC MARSHALL was involved in a three vehicle traffic accident at the above time, date and location and charged by civil police as indicated. Subject was issued Traffic Violation Notice #A2345678 which requires him to post $25.00 collateral within 15 days at any Metropolitan Police Department station.

(OVER)

11. EVALUATION ☐ UNFOUNDED ☐ MISDEMEANOR ☐ FELONY ☐ MILITARY OFFENSE ☐ TRAFFIC

12. PERSONS RELATED TO REPORT *(Insert category of relationship letter opposite name)*
A. COMPLAINANT B. VICTIM C. SUSPECT D. WITNESS E. MP/SP/AP F. INVESTIGATED BY G. APPREHENDED BY

|  | NAME | GRADE | SERVICE NUMBER | ORGANIZATION OR ADDRESS AND PHONE NO. |
|---|---|---|---|---|
| G | Smith, Ronald R. | Officer | Badge # 8866 | Metropolitan Police, D.C. (Accident Investigation Unit) |
| E | Lynch, Thomas O. | MA1 | 567-89-7654 | MAA, Washington, DC |
|  |  |  |  |  |
|  |  |  |  |  |

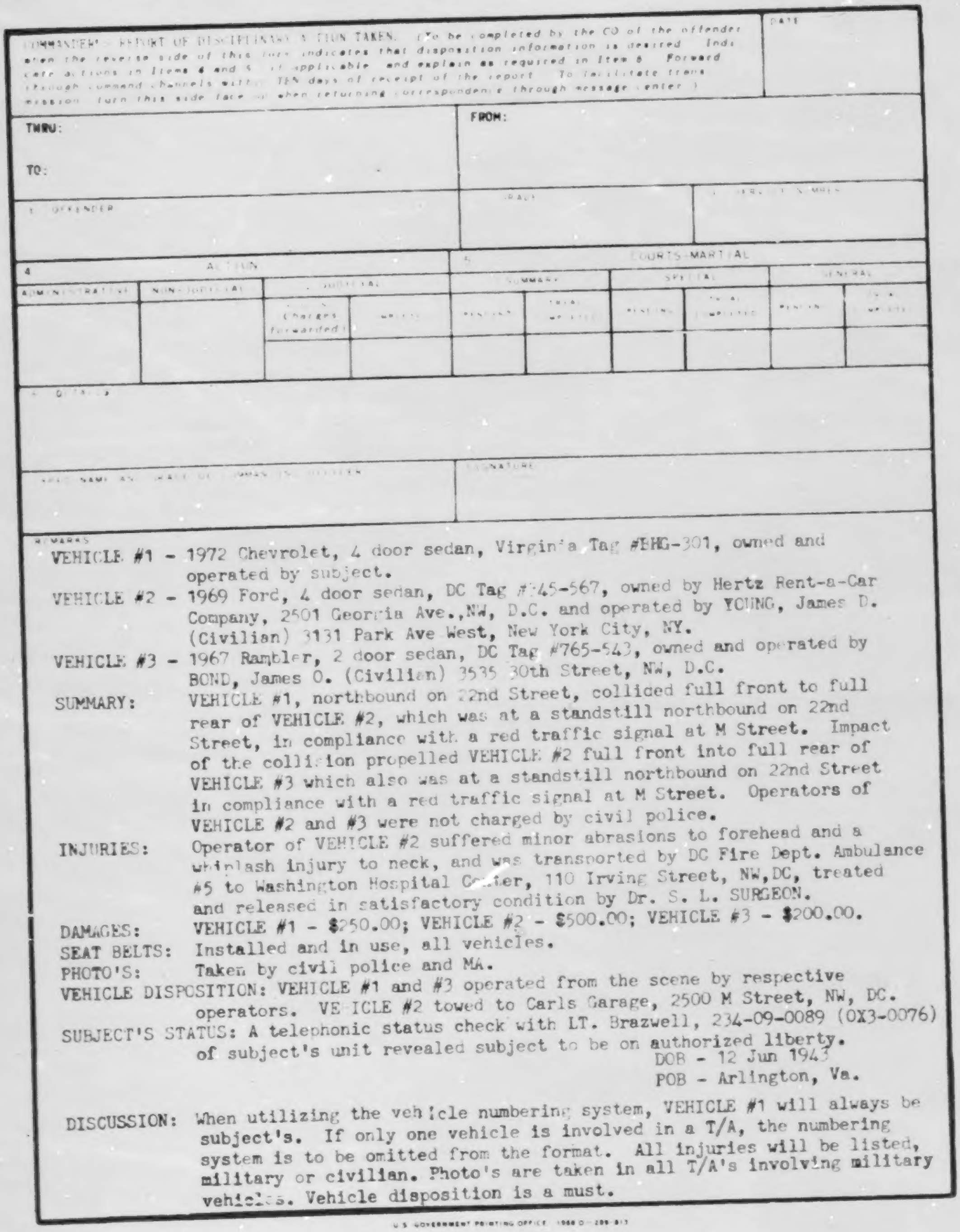
13. DISPOSITION OF INCIDENT/COMPLAINT
A. REFERRED TO
☒ PATROL C-9
☐ SEE REPORT NUMBER AT TOP OF PAGE
☐ OTHER AGENCY *(Specify)*
☐ NONE
B. OFFENDER Released to own custody at 0910 hrs., 6 Jan 74.
C. EVIDENCE *(List and describe, or summarize as appropriate)*

14. INCLOSURES *(Statements and receipts)*
15. DISTRIBUTION
FOR THE COMMANDER *(Strike out if inapplicable)*
TYPED NAME, GRADE AND TITLE OF REPORTING OFFICER: MAC P. BLEILER
SIGNATURE: Mac P. Bleiler

DD FORM 1569 JUN 66 REPLACES AF FORM 49 AND NAVAL DISTRICT FORMS WHICH WILL BE USED.

193.93

Figure 10-12.—Incident/Complaint Report (Traffic Accident) DD Form 1569.



COMMANDER'S REPORT OF DISCIPLINARY ACTION TAKEN. (To be completed by the CO of the offender when the reverse side of this form indicates that disposition information is desired. Indicate actions in Items 4 and 5 if applicable and explain as required in Item 6. Forward through command channels within TEN days of receipt of the report. To facilitate transmission turn this side face up when returning correspondence through message center.)

DATE

THRU:

TO:

FROM:

1. OFFENDER

2. GRADE

3. SERVICE NUMBER

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 4 ACTION | | | | 5 COURTS-MARTIAL | | | | | |
| ADMINISTRATIVE | NON-JUDICIAL | JUDICIAL | | SUMMARY | | SPECIAL | | GENERAL | |
| | | (Charges forwarded) | [illegible] | PENDING | TRIAL COMPLETED | PENDING | TRIAL COMPLETED | PENDING | TRIAL COMPLETED |
| | | | | | | | | | |

6. DETAILS

TYPED NAME AND GRADE OF COMMANDING OFFICER

SIGNATURE

REMARKS

VEHICLE #1 - 1972 Chevrolet, 4 door sedan, Virginia Tag #BHG-301, owned and operated by subject.

VEHICLE #2 - 1969 Ford, 4 door sedan, DC Tag #345-567, owned by Hertz Rent-a-Car Company, 2501 Georgia Ave.,NW, D.C. and operated by YOUNG, James D. (Civilian) 3131 Park Ave West, New York City, NY.

VEHICLE #3 - 1967 Rambler, 2 door sedan, DC Tag #765-543, owned and operated by BOND, James O. (Civilian) 3535 30th Street, NW, D.C.

SUMMARY: VEHICLE #1, northbound on 22nd Street, collided full front to full rear of VEHICLE #2, which was at a standstill northbound on 22nd Street, in compliance with a red traffic signal at M Street. Impact of the collision propelled VEHICLE #2 full front into full rear of VEHICLE #3 which also was at a standstill northbound on 22nd Street in compliance with a red traffic signal at M Street. Operators of VEHICLE #2 and #3 were not charged by civil police.

INJURIES: Operator of VEHICLE #2 suffered minor abrasions to forehead and a whiplash injury to neck, and was transported by DC Fire Dept. Ambulance #5 to Washington Hospital Center, 110 Irving Street, NW,DC, treated and released in satisfactory condition by Dr. S. L. SURGEON.

DAMAGES: VEHICLE #1 - $250.00; VEHICLE #2 - $500.00; VEHICLE #3 - $200.00.

SEAT BELTS: Installed and in use, all vehicles.

PHOTO'S: Taken by civil police and MA.

VEHICLE DISPOSITION: VEHICLE #1 and #3 operated from the scene by respective operators. VEHICLE #2 towed to Carls Garage, 2500 M Street, NW, DC.

SUBJECT'S STATUS: A telephonic status check with LT. Brazwell, 234-09-0089 (0X3-0076) of subject's unit revealed subject to be on authorized liberty.

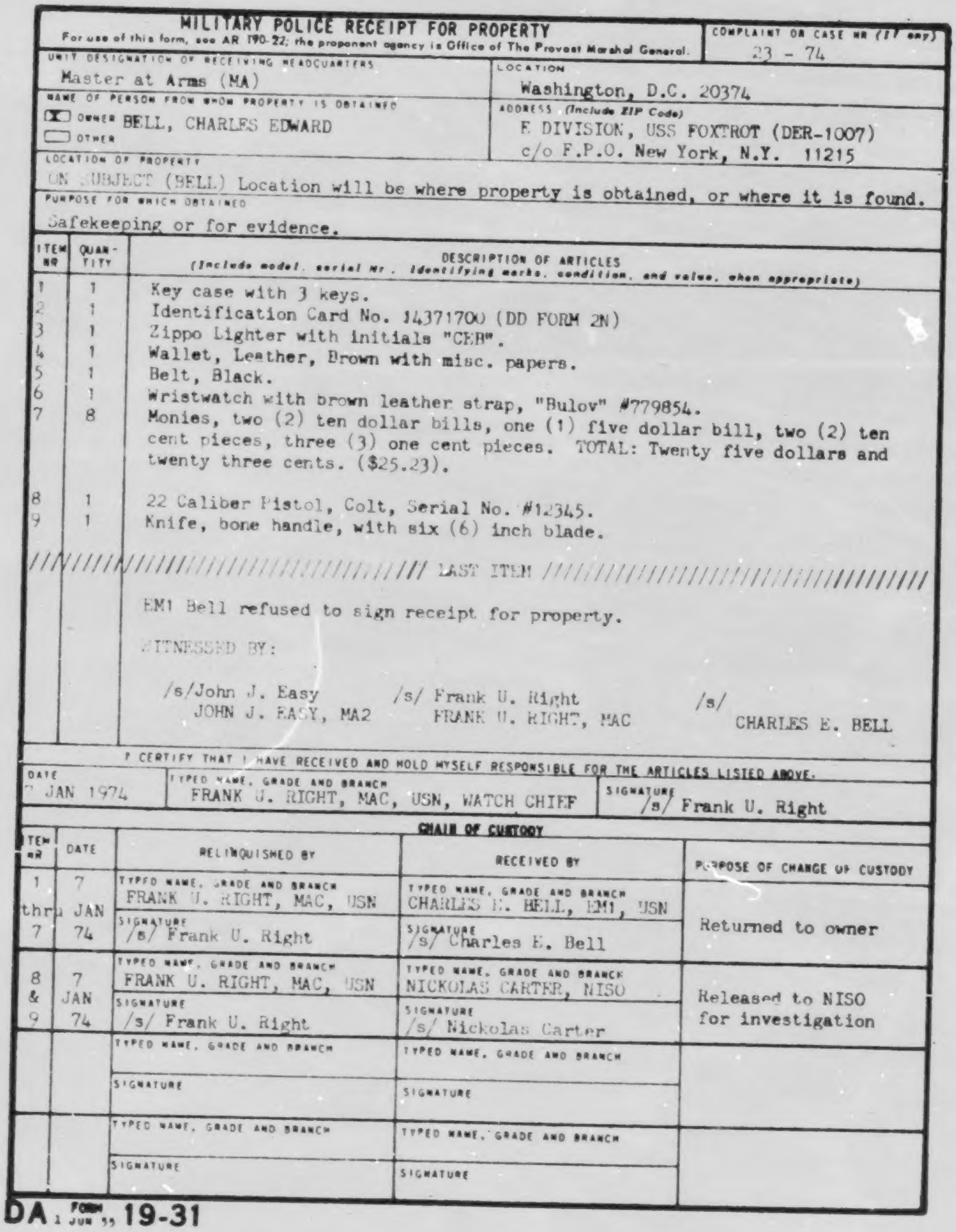
DOB - 12 Jun 1943
POB - Arlington, Va.

DISCUSSION: When utilizing the vehicle numbering system, VEHICLE #1 will always be subject's. If only one vehicle is involved in a T/A, the numbering system is to be omitted from the format. All injuries will be listed, military or civilian. Photo's are taken in all T/A's involving military vehicles. Vehicle disposition is a must.

U.S. GOVERNMENT PRINTING OFFICE : 1968 O - 299-813

193.93.1

Figure 10-12. — Incident/Complaint Report (Traffic Accident) DD Form 1569 — continued.



**MILITARY POLICE RECEIPT FOR PROPERTY**

For use of this form, see AR 190-22; the proponent agency is Office of The Provost Marshal General.

COMPLAINT OR CASE NR (If any): 23 - 74

UNIT DESIGNATION OF RECEIVING HEADQUARTERS: Master at Arms (MA)

LOCATION: Washington, D.C. 20374

NAME OF PERSON FROM WHOM PROPERTY IS OBTAINED: ☒ OWNER ☐ OTHER BELL, CHARLES EDWARD

ADDRESS (Include ZIP Code):
E DIVISION, USS FOXTROT (DER-1007)
c/o F.P.O. New York, N.Y. 11215

LOCATION OF PROPERTY: ON SUBJECT (BELL) Location will be where property is obtained, or where it is found.

PURPOSE FOR WHICH OBTAINED: Safekeeping or for evidence.

| ITEM NR | QUANTITY | DESCRIPTION OF ARTICLES (Include model, serial Nr., identifying marks, condition, and value, when appropriate) |
|---|---|---|
| 1 | 1 | Key case with 3 keys. |
| 2 | 1 | Identification Card No. 14371700 (DD FORM 2N) |
| 3 | 1 | Zippo Lighter with initials "CEB". |
| 4 | 1 | Wallet, Leather, Brown with misc. papers. |
| 5 | 1 | Belt, Black. |
| 6 | 1 | Wristwatch with brown leather strap, "Bulov" #779854. |
| 7 | 8 | Monies, two (2) ten dollar bills, one (1) five dollar bill, two (2) ten cent pieces, three (3) one cent pieces. TOTAL: Twenty five dollars and twenty three cents. ($25.23). |
| 8 | 1 | 22 Caliber Pistol, Colt, Serial No. #12345. |
| 9 | 1 | Knife, bone handle, with six (6) inch blade. |

////////////////////////////////// LAST ITEM //////////////////////////////////

EM1 Bell refused to sign receipt for property.

WITNESSED BY:

/s/John J. Easy
JOHN J. EASY, MA2

/s/ Frank U. Right
FRANK U. RIGHT, MAC

/s/
CHARLES E. BELL

I CERTIFY THAT I HAVE RECEIVED AND HOLD MYSELF RESPONSIBLE FOR THE ARTICLES LISTED ABOVE.

DATE: 7 JAN 1974

TYPED NAME, GRADE AND BRANCH: FRANK U. RIGHT, MAC, USN, WATCH CHIEF

SIGNATURE: /s/ Frank U. Right

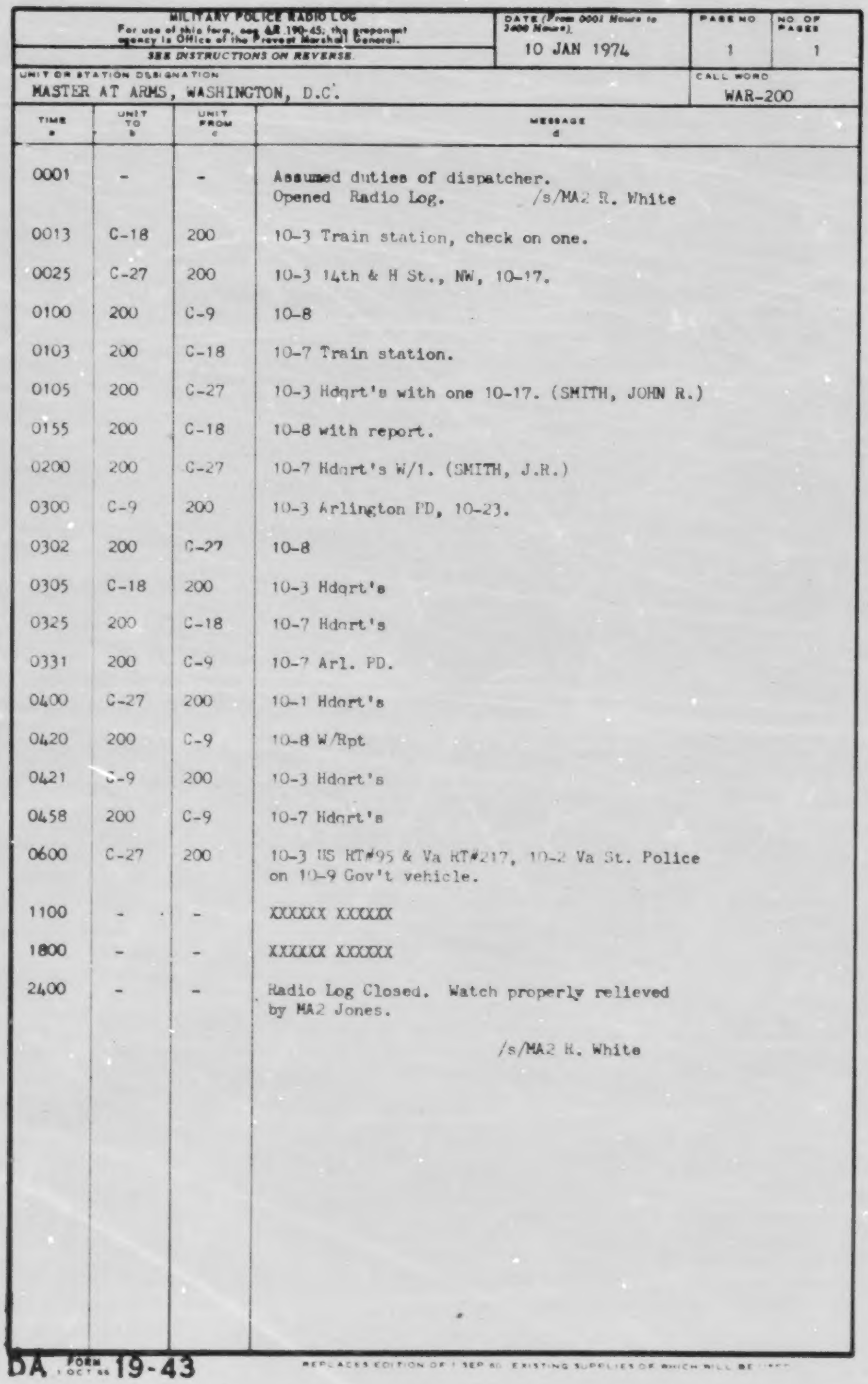
**CHAIN OF CUSTODY**

| ITEM NR | DATE | RELINQUISHED BY | RECEIVED BY | PURPOSE OF CHANGE OF CUSTODY |
|---|---|---|---|---|
| 1 thru 7 | 7 JAN 74 | TYPED NAME, GRADE AND BRANCH: FRANK U. RIGHT, MAC, USN<br>SIGNATURE: /s/ Frank U. Right | TYPED NAME, GRADE AND BRANCH: CHARLES E. BELL, EM1, USN<br>SIGNATURE: /s/ Charles E. Bell | Returned to owner |
| 8 & 9 | 7 JAN 74 | TYPED NAME, GRADE AND BRANCH: FRANK U. RIGHT, MAC, USN<br>SIGNATURE: /s/ Frank U. Right | TYPED NAME, GRADE AND BRANCH: NICKOLAS CARTER, NISO<br>SIGNATURE: /s/ Nickolas Carter | Released to NISO for investigation |
|  |  | TYPED NAME, GRADE AND BRANCH<br>SIGNATURE | TYPED NAME, GRADE AND BRANCH<br>SIGNATURE |  |
|  |  | TYPED NAME, GRADE AND BRANCH<br>SIGNATURE | TYPED NAME, GRADE AND BRANCH<br>SIGNATURE |  |

**DA FORM 1 JUN 55 19-31**

193.94

Figure 10-13.—Military Police receipt for property, DA Form 19-31.



**MILITARY POLICE RADIO LOG**
For use of this form, see AR 190-45; the proponent agency is Office of the Provost Marshal General.
*SEE INSTRUCTIONS ON REVERSE.*

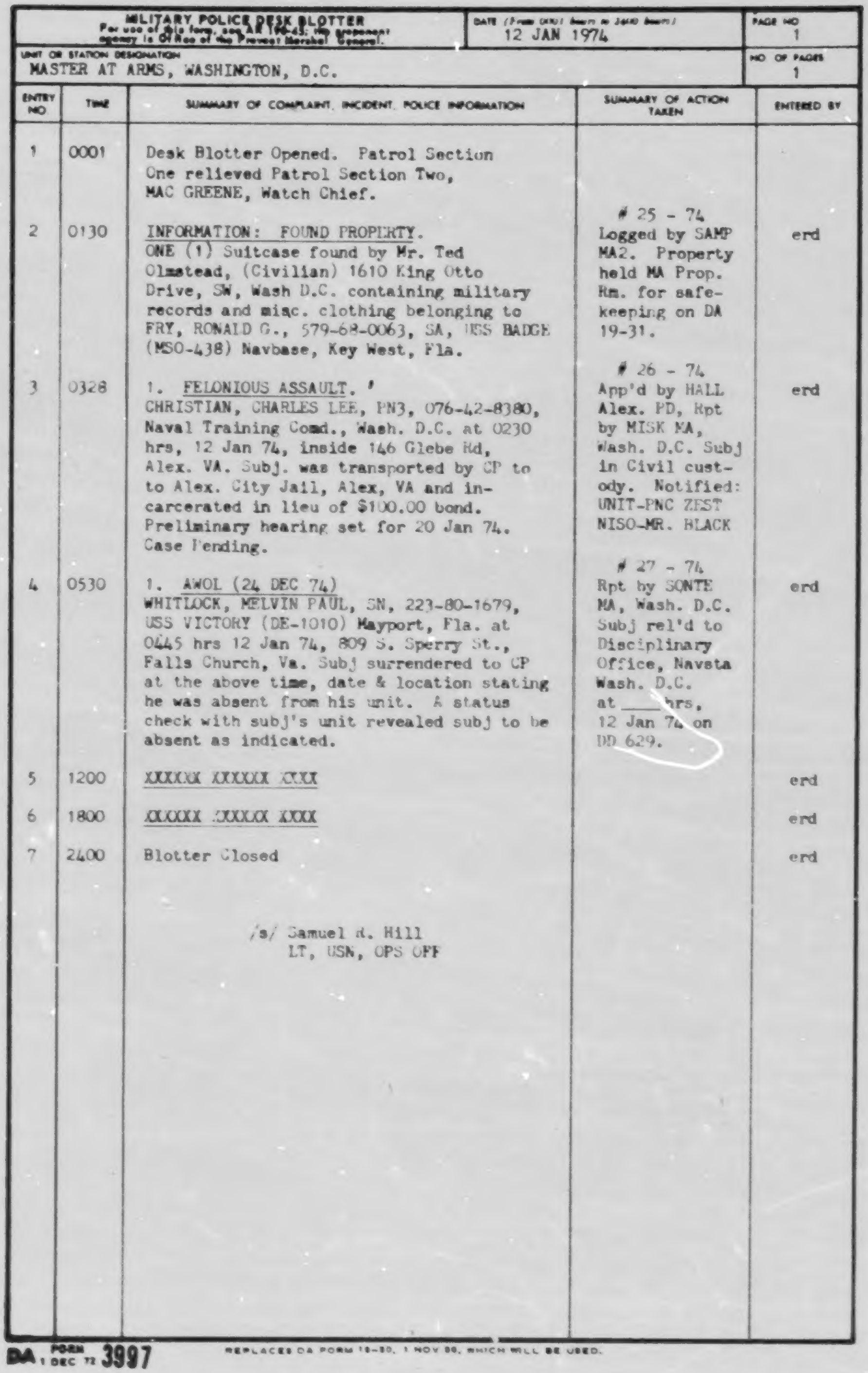
DATE (From 0001 Hours to 2400 Hours): 10 JAN 1974
PAGE NO: 1
NO OF PAGES: 1
UNIT OR STATION DESIGNATION: MASTER AT ARMS, WASHINGTON, D.C.
CALL WORD: WAR-200

| TIME<br>a | UNIT TO<br>b | UNIT FROM<br>c | MESSAGE<br>d |
|---|---|---|---|
| 0001 | - | - | Assumed duties of dispatcher.<br>Opened Radio Log. /s/MA2 R. White |
| 0013 | C-18 | 200 | 10-3 Train station, check on one. |
| 0025 | C-27 | 200 | 10-3 14th & H St., NW, 10-17. |
| 0100 | 200 | C-9 | 10-8 |
| 0103 | 200 | C-18 | 10-7 Train station. |
| 0105 | 200 | C-27 | 10-3 Hdqrt's with one 10-17. (SMITH, JOHN R.) |
| 0155 | 200 | C-18 | 10-8 with report. |
| 0200 | 200 | C-27 | 10-7 Hdqrt's W/1. (SMITH, J.R.) |
| 0300 | C-9 | 200 | 10-3 Arlington PD, 10-23. |
| 0302 | 200 | C-27 | 10-8 |
| 0305 | C-18 | 200 | 10-3 Hdqrt's |
| 0325 | 200 | C-18 | 10-7 Hdqrt's |
| 0331 | 200 | C-9 | 10-7 Arl. PD. |
| 0400 | C-27 | 200 | 10-1 Hdqrt's |
| 0420 | 200 | C-9 | 10-8 W/Rpt |
| 0421 | C-9 | 200 | 10-3 Hdqrt's |
| 0458 | 200 | C-9 | 10-7 Hdqrt's |
| 0600 | C-27 | 200 | 10-3 US RT#95 & Va RT#217, 10-2 Va St. Police on 10-9 Gov't vehicle. |
| 1100 | - | - | XXXXXX XXXXXX |
| 1800 | - | - | XXXXXX XXXXXX |
| 2400 | - | - | Radio Log Closed. Watch properly relieved by MA2 Jones.<br><br>/s/MA2 R. White |

DA FORM 1 OCT 66 19-43
REPLACES EDITION OF 1 SEP 60, EXISTING SUPPLIES OF WHICH WILL BE USED.

193.95

Figure 10-14.—Military Police radio log, DA Form 19-43.



**MILITARY POLICE DESK BLOTTER**
For use of this form, see AR 190-45; the proponent agency is Office of the Provost Marshal General.

DATE (From 0001 hours to 2400 hours): 12 JAN 1974

PAGE NO: 1

UNIT OR STATION DESIGNATION: MASTER AT ARMS, WASHINGTON, D.C.

NO OF PAGES: 1

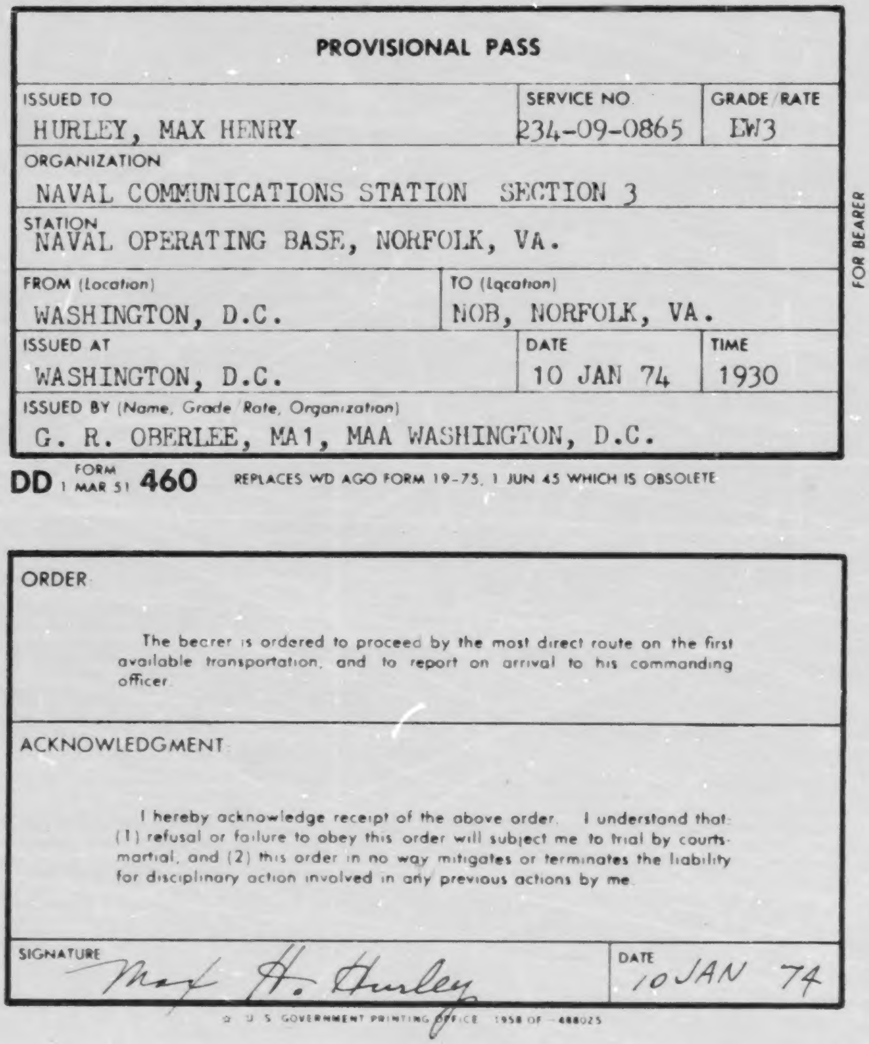
| ENTRY NO | TIME | SUMMARY OF COMPLAINT, INCIDENT, POLICE INFORMATION | SUMMARY OF ACTION TAKEN | ENTERED BY |
|---|---|---|---|---|
| 1 | 0001 | Desk Blotter Opened. Patrol Section One relieved Patrol Section Two, MAC GREENE, Watch Chief. | | |
| 2 | 0130 | INFORMATION: FOUND PROPERTY.<br>ONE (1) Suitcase found by Mr. Ted Olmstead, (Civilian) 1610 King Otto Drive, SW, Wash D.C. containing military records and misc. clothing belonging to FRY, RONALD G., 579-68-0063, SA, USS BADGE (MSO-438) Navbase, Key West, Fla. | # 25 - 74<br>Logged by SAMP MA2. Property held MA Prop. Rm. for safe-keeping on DA 19-31. | erd |
| 3 | 0328 | 1. FELONIOUS ASSAULT.<br>CHRISTIAN, CHARLES LEE, PN3, 076-42-8380, Naval Training Comd., Wash. D.C. at 0230 hrs, 12 Jan 74, inside 146 Glebe Rd, Alex. VA. Subj. was transported by CP to to Alex. City Jail, Alex, VA and incarcerated in lieu of $100.00 bond. Preliminary hearing set for 20 Jan 74. Case Pending. | # 26 - 74<br>App'd by HALL Alex. PD, Rpt by MISK MA, Wash. D.C. Subj in Civil custody. Notified: UNIT-PNC ZEST NISO-MR. BLACK | erd |
| 4 | 0530 | 1. AWOL (24 DEC 74)<br>WHITLOCK, MELVIN PAUL, SN, 223-80-1679, USS VICTORY (DE-1010) Mayport, Fla. at 0445 hrs 12 Jan 74, 809 S. Sperry St., Falls Church, Va. Subj surrendered to CP at the above time, date & location stating he was absent from his unit. A status check with subj's unit revealed subj to be absent as indicated. | # 27 - 74<br>Rpt by SONTE MA, Wash. D.C. Subj rel'd to Disciplinary Office, Navsta Wash. D.C. at ____ hrs, 12 Jan 74 on DD 629. | erd |
| 5 | 1200 | XXXXXX XXXXXX XXXX | | erd |
| 6 | 1800 | XXXXXX XXXXXX XXXX | | erd |
| 7 | 2400 | Blotter Closed | | erd |

/s/ Samuel R. Hill
LT, USN, OPS OFF

DA FORM 1 DEC 72 3997 REPLACES DA FORM 19-30, 1 NOV 66, WHICH WILL BE USED.

193.96

Figure 10-15.—Military Police desk blotter, DA Form 3997.



**PROVISIONAL PASS**

| ISSUED TO | SERVICE NO. | GRADE/RATE |
|---|---|---|
| HURLEY, MAX HENRY | 234-09-0865 | EW3 |

ORGANIZATION
NAVAL COMMUNICATIONS STATION SECTION 3

STATION
NAVAL OPERATING BASE, NORFOLK, VA.

| FROM (Location) | TO (Location) |
|---|---|
| WASHINGTON, D.C. | NOB, NORFOLK, VA. |

| ISSUED AT | DATE | TIME |
|---|---|---|
| WASHINGTON, D.C. | 10 JAN 74 | 1930 |

ISSUED BY (Name, Grade Rate, Organization)
G. R. OBERLEE, MA1, MAA WASHINGTON, D.C.

FOR BEARER

**DD** FORM 1 MAR 51 **460** REPLACES WD AGO FORM 19-75, 1 JUN 45 WHICH IS OBSOLETE

ORDER

The bearer is ordered to proceed by the most direct route on the first available transportation, and to report on arrival to his commanding officer.

ACKNOWLEDGMENT

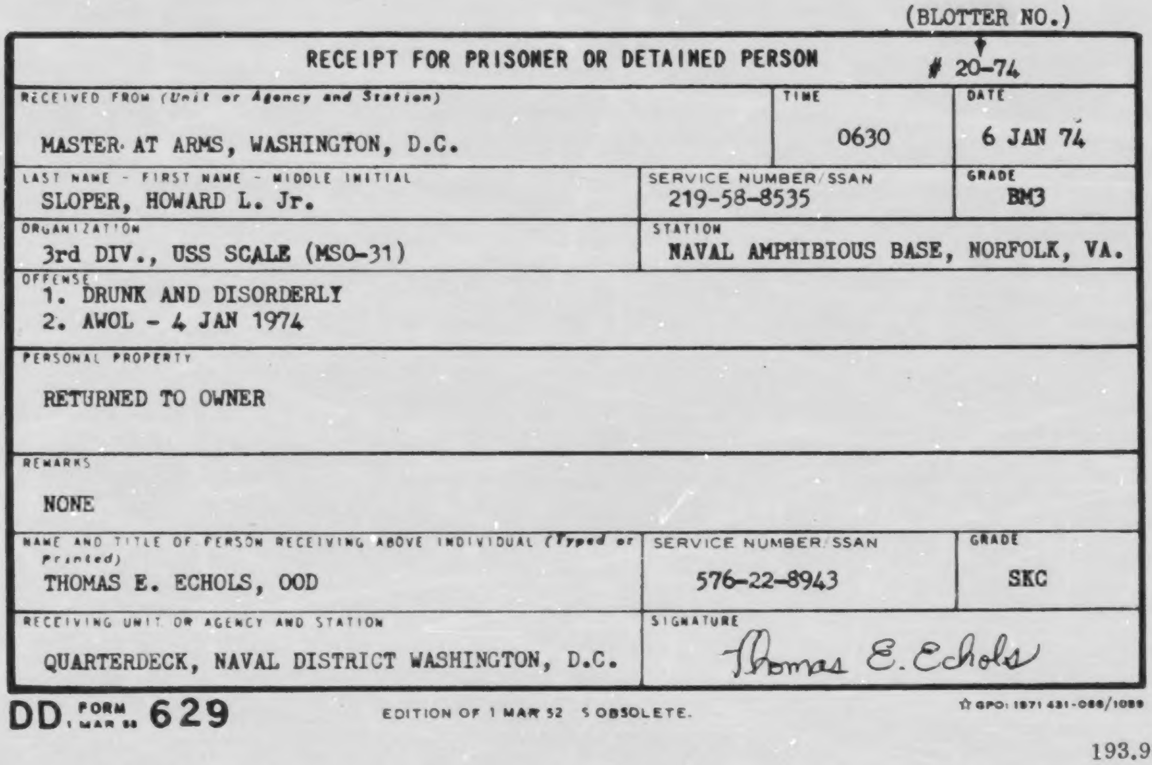
I hereby acknowledge receipt of the above order. I understand that: (1) refusal or failure to obey this order will subject me to trial by courts-martial, and (2) this order in no way mitigates or terminates the liability for disciplinary action involved in any previous actions by me.

| SIGNATURE | DATE |
|---|---|
| Max H. Hurley | 10 JAN 74 |

☆ U. S. GOVERNMENT PRINTING OFFICE 1958 OF—488025

193.97

Figure 10-16.— Provisional pass, DD Form 460.



(BLOTTER NO.)

**RECEIPT FOR PRISONER OR DETAINED PERSON** # 20-74

| | | |
|---|---|---|
| RECEIVED FROM (Unit or Agency and Station)<br>MASTER AT ARMS, WASHINGTON, D.C. | TIME<br>0630 | DATE<br>6 JAN 74 |
| LAST NAME - FIRST NAME - MIDDLE INITIAL<br>SLOPER, HOWARD L. Jr. | SERVICE NUMBER/SSAN<br>219-58-8535 | GRADE<br>BM3 |
| ORGANIZATION<br>3rd DIV., USS SCALE (MSO-31) | STATION<br>NAVAL AMPHIBIOUS BASE, NORFOLK, VA. | |
| OFFENSE<br>1. DRUNK AND DISORDERLY<br>2. AWOL - 4 JAN 1974 | | |
| PERSONAL PROPERTY<br>RETURNED TO OWNER | | |
| REMARKS<br>NONE | | |
| NAME AND TITLE OF PERSON RECEIVING ABOVE INDIVIDUAL (Typed or Printed)<br>THOMAS E. ECHOLS, OOD | SERVICE NUMBER/SSAN<br>576-22-8943 | GRADE<br>SKC |
| RECEIVING UNIT OR AGENCY AND STATION<br>QUARTERDECK, NAVAL DISTRICT WASHINGTON, D.C. | SIGNATURE<br>Thomas E. Echols | |

DD FORM 1 MAR 66 629 EDITION OF 1 MAR 52 IS OBSOLETE. ☆ GPO: 1971 431-088/1089

193.98

Figure 10-17.— Receipt for prisoner or detained person, DD Form 629.

This dispatch provides a means for recording vehicle operating data. Also, it is your official authorization for driving a Navy vehicle. (See fig. 10-18.) In case you should stop a Navy vehicle, a properly prepared dispatch would show that the operator was authorized to drive and have custody of the Navy vehicle.

### CLAIM FOR REWARD IN CONNECTION WITH APPREHENSION OF ABSENTEE

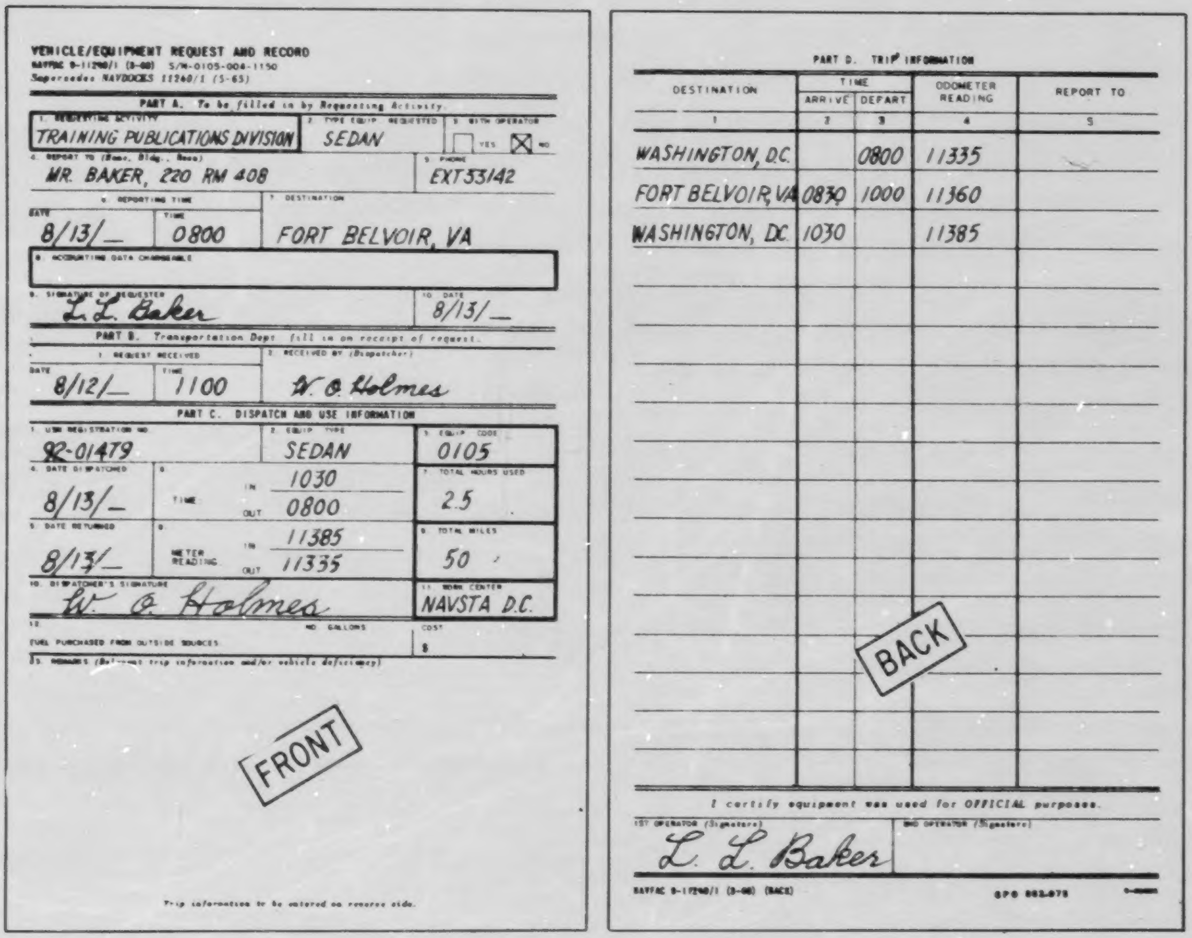
When an absentee is delivered to MA headquarters by a civil law enforcement officer, a receipt for prisoner form is prepared in duplicate (if requested), and the original is given to the person making the arrest and delivery. The original of the receipt, accompanied by DD Form 553 (absentee wanted by the Armed Forces) and a claim for reward form executed by the individual who apprehended and delivered the absentee, is then presented to the disbursing officer for payment of the reward. A sample claim for reward form is illustrated in figure 10-19.

Payment of a reward is NOT authorized when an absentee, deserter, or escaped prisoner surrenders himself to military custody. For further information on rewards for apprehension of service personnel, refer to the Navy Comptroller Manual.

### MONTHLY SUMMARY REPORT

The commandant of a naval district may require a monthly summary report of the more important operations handled by the Master at Arms. A similar report may be required for fleet commanders with ships in port.

The exact form of such a report and the information required are designated by local directives. A sample of a daily apprehension form is represented in figure 10-20. This form



**VEHICLE/EQUIPMENT REQUEST AND RECORD**
NAVFAC 9-11240/1 (3-68) S/N-0105-004-1150
*Supersedes NAVDOCKS 11240/1 (5-65)*

PART A. *To be filled in by Requesting Activity.*

1. REQUESTING ACTIVITY: TRAINING PUBLICATIONS DIVISION
2. TYPE EQUIP. REQUESTED: SEDAN
3. WITH OPERATOR: ☐ YES ☒ NO
4. REPORT TO (Name, Bldg., Room): MR. BAKER, 220 RM 408
5. PHONE: EXT 53142
6. REPORTING TIME: DATE 8/13/— TIME 0800
7. DESTINATION: FORT BELVOIR, VA
8. ACCOUNTING DATA CHARGEABLE:
9. SIGNATURE OF REQUESTER: L. L. Baker
10. DATE: 8/13/—

PART B. *Transportation Dept. fill in on receipt of request.*

1. REQUEST RECEIVED: DATE 8/12/— TIME 1100
2. RECEIVED BY (Dispatcher): W. O. Holmes

PART C. DISPATCH AND USE INFORMATION

1. USN REGISTRATION NO.: 92-01479
2. EQUIP. TYPE: SEDAN
3. EQUIP. CODE: 0105
4. DATE DISPATCHED: 8/13/—
6. TIME: IN 1030 OUT 0800
7. TOTAL HOURS USED: 2.5
5. DATE RETURNED: 8/13/—
8. METER READING: IN 11385 OUT 11335
9. TOTAL MILES: 50
10. DISPATCHER'S SIGNATURE: W. O. Holmes
11. WORK CENTER: NAVSTA D.C.
12. FUEL PURCHASED FROM OUTSIDE SOURCES: NO. GALLONS COST $
13. REMARKS (Relevant trip information and/or vehicle deficiency)

FRONT

*Trip information to be entered on reverse side.*

PART D. TRIP INFORMATION

| DESTINATION | TIME ARRIVE | TIME DEPART | ODOMETER READING | REPORT TO |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| WASHINGTON, D.C. | | 0800 | 11335 | |
| FORT BELVOIR, VA | 0830 | 1000 | 11360 | |
| WASHINGTON, D.C. | 1030 | | 11385 | |

BACK

*I certify equipment was used for OFFICIAL purposes.*

1ST OPERATOR (Signature): L. L. Baker
2ND OPERATOR (Signature):

NAVFAC 9-11240/1 (3-68) (BACK) GPO 882-075

29.51

Figure 10-18.—Vehicle/Equipment Request and Record, NavFac Form 9-11240/1.

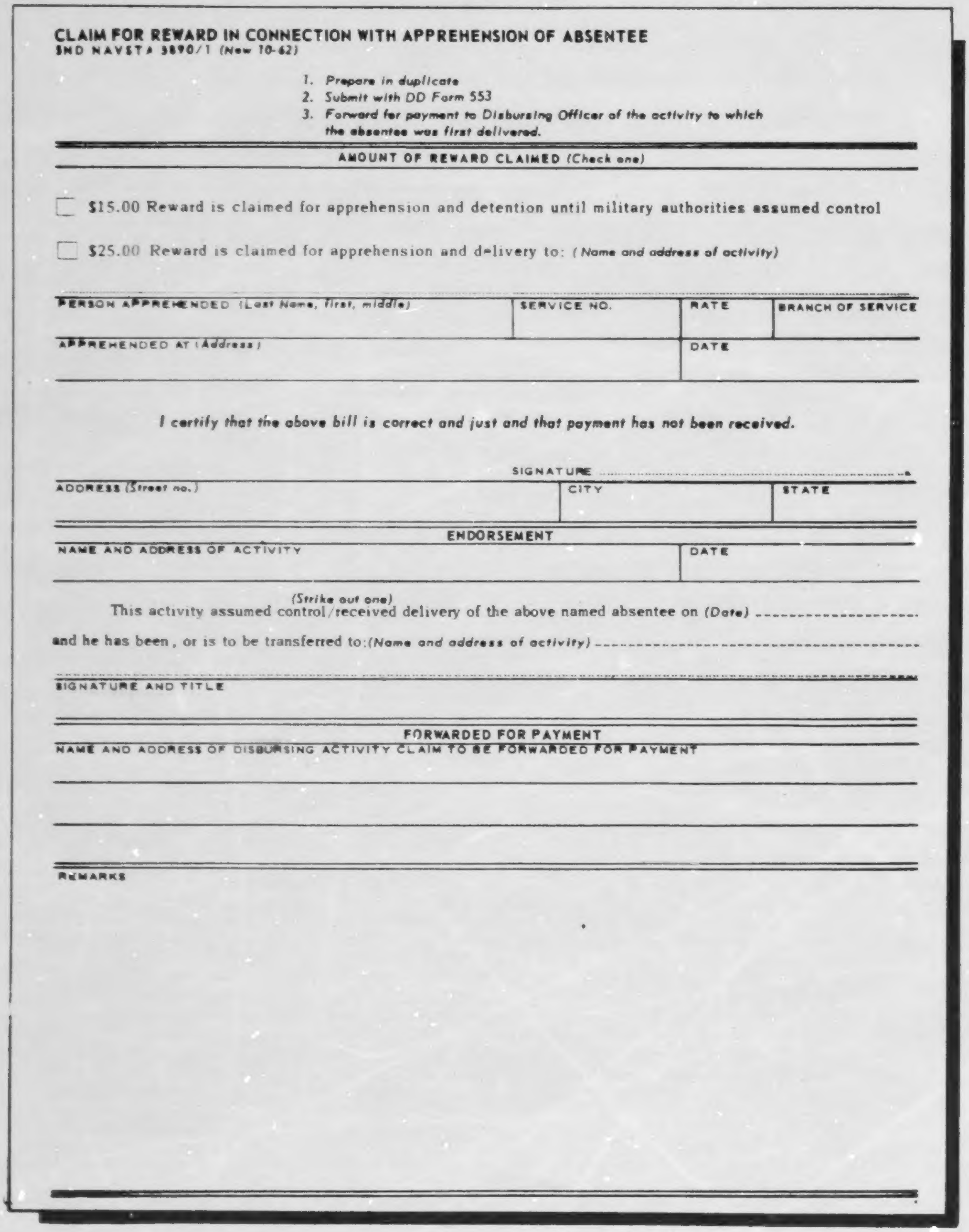
is kept for a month on a day-to-day basis. It shows the number of apprehensions made by the Master at Arms and civil authorities and the offense committed. Figure 10-21 is the monthly traffic summary record. It covers a full month's traffic violations, including nature of the violation, as well as the ship or station to which the offenders are assigned.

## SUMMARY

We have discussed some of the more important forms you are required to handle as part of your duties as a Master at Arms. Naval districts and other branches of the service use many variations of the forms described and illustrated. However, familiarity with these samples will enable you to prepare required reports both efficiently and expeditiously, whatever their format.

### Reviewing and Evaluating Reports

Reports are continuously reviewed and evaluated to determine whether the desired results are being obtained. The following procedure is used when reviewing and evaluating reports:



**CLAIM FOR REWARD IN CONNECTION WITH APPREHENSION OF ABSENTEE**
5ND NAVSTA 5890/1 (New 10-62)

1. *Prepare in duplicate*
2. *Submit with DD Form 553*
3. *Forward for payment to Disbursing Officer of the activity to which the absentee was first delivered.*

**AMOUNT OF REWARD CLAIMED** (Check one)

☐ $15.00 Reward is claimed for apprehension and detention until military authorities assumed control

☐ $25.00 Reward is claimed for apprehension and delivery to: *(Name and address of activity)*

| | | | |
|---|---|---|---|
| PERSON APPREHENDED (Last Name, first, middle) | SERVICE NO. | RATE | BRANCH OF SERVICE |
| APPREHENDED AT (Address) | | DATE | |

*I certify that the above bill is correct and just and that payment has not been received.*

SIGNATURE ..............................................

| | | |
|---|---|---|
| ADDRESS (Street no.) | CITY | STATE |

**ENDORSEMENT**

| | |
|---|---|
| NAME AND ADDRESS OF ACTIVITY | DATE |

(Strike out one)
This activity assumed control/received delivery of the above named absentee on *(Date)* ..............................

and he has been, or is to be transferred to: *(Name and address of activity)* ..............................

SIGNATURE AND TITLE

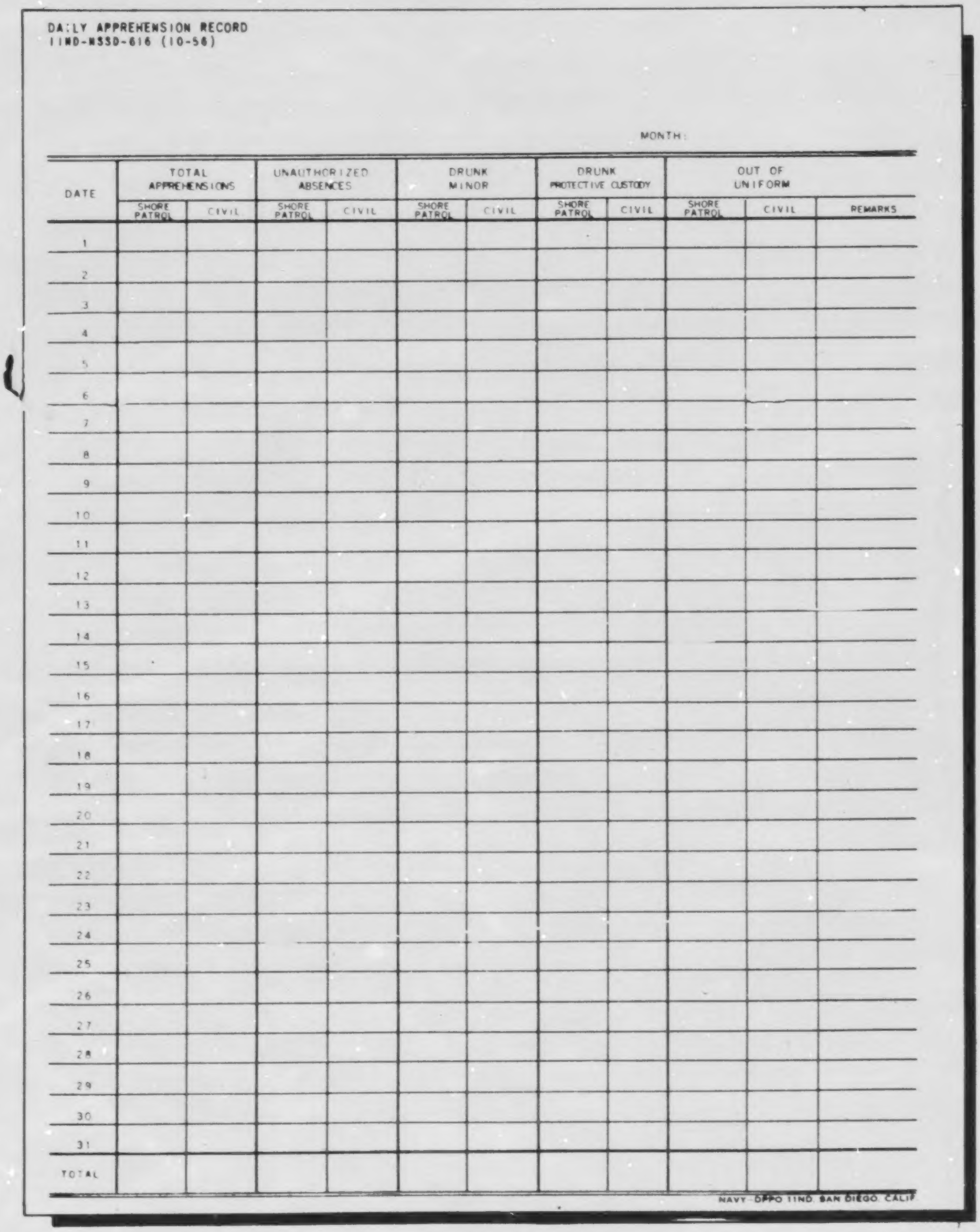
**FORWARDED FOR PAYMENT**

NAME AND ADDRESS OF DISBURSING ACTIVITY CLAIM TO BE FORWARDED FOR PAYMENT

REMARKS

99.15

Figure 10-19.—Sample of claim for reward in connection with apprehension of absentee.



DAILY APPREHENSION RECORD
11ND-NSSD-616 (10-56)

MONTH:

| DATE | TOTAL APPREHENSIONS | | UNAUTHORIZED ABSENCES | | DRUNK MINOR | | DRUNK PROTECTIVE CUSTODY | | OUT OF UNIFORM | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | SHORE PATROL | CIVIL | SHORE PATROL | CIVIL | SHORE PATROL | CIVIL | SHORE PATROL | CIVIL | SHORE PATROL | CIVIL | REMARKS |
| 1 | | | | | | | | | | | |
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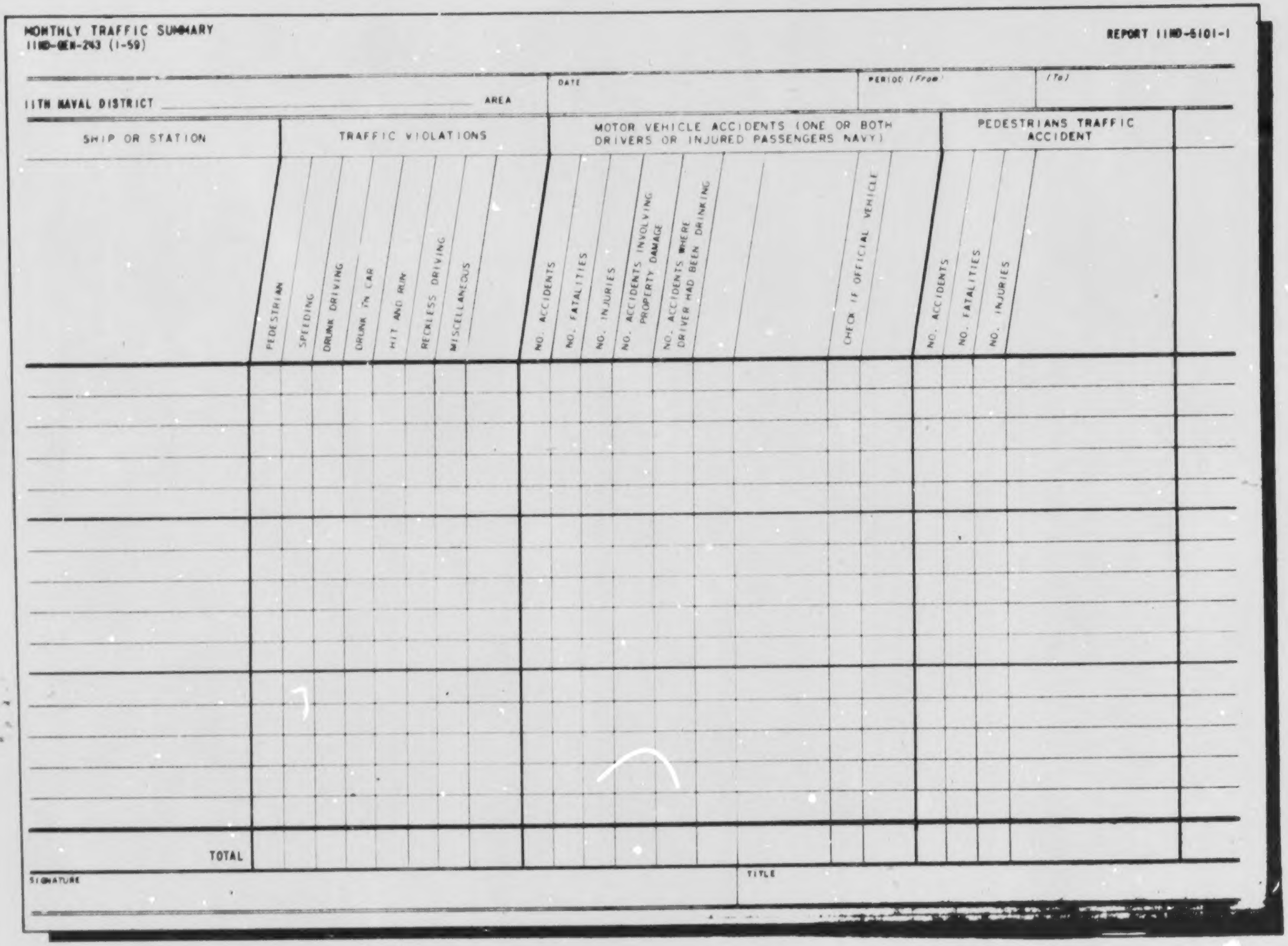
| 29 | | | | | | | | | | | |
| 30 | | | | | | | | | | | |
| 31 | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | |

NAVY-DPPO 11ND. SAN DIEGO, CALIF

99.19

Figure 10-20.—Sample daily apprehension record.



MONTHLY TRAFFIC SUMMARY
11ND-GEN-243 (1-59)

REPORT 11ND-5101-1

11TH NAVAL DISTRICT ______ AREA

DATE

PERIOD (From)

(To)

| SHIP OR STATION | TRAFFIC VIOLATIONS | | | | | | | | MOTOR VEHICLE ACCIDENTS (ONE OR BOTH DRIVERS OR INJURED PASSENGERS NAVY) | | | | | | | | | PEDESTRIANS TRAFFIC ACCIDENT | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | PEDESTRIAN | SPEEDING | DRUNK DRIVING | DRUNK IN CAR | HIT AND RUN | RECKLESS DRIVING | MISCELLANEOUS | | NO. ACCIDENTS | NO. FATALITIES | NO. INJURIES | NO. ACCIDENTS INVOLVING PROPERTY DAMAGE | NO. ACCIDENTS WHERE DRIVER HAD BEEN DRINKING | | | CHECK IF OFFICIAL VEHICLE | | NO. ACCIDENTS | NO. FATALITIES | NO. INJURIES | | |
| | | | | | | | | | | | | | | | | | | | | | | |
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| TOTAL | | | | | | | | | | | | | | | | | | | | | | |

SIGNATURE

TITLE

Figure 10-21.—Sample monthly traffic summary report.

99.20

1. The patrolman, as stated earlier, prior to submitting the report(s), checks it for its accuracy, conciseness and completeness.
2. The Watch Chief, upon receiving the report(s), rechecks it, makes any notifications needed and signs the report.
3. The Operations Chief receives all sections reports each morning, checking each prior to forwarding them to the administration section.
4. The administration section types all reports and forwards them to either the XO or CO who makes the final review before signing the report.

This procedure may vary due to the size of the command, but it is basically the way reports are reviewed and evaluated.

## OFFICIAL PUBLICATIONS AND DIRECTIVES

Handling, correcting, and using official publications and directives are routine, but important duties of the MA. Much of the efficiency of any MA unit depends upon the condition of its official publications and directives, their accessibility, and how well you know how to use them.

You will be expected to identify the various publications by title and by appearance, to have a general idea of the content of each and the procedures to which it is related. If a copy is issued to you, stow it appropriately and be able to produce it on request. If necessary, have a system for checking it out to those authorized to use it, so that you will always be able to locate it. If it is classified or registered, you will follow appropriate instructions for its handling.

Changes and corrections are made by inserting new pages, removing obsolete pages, or making pen and ink changes in the existing book. A publication that is not up to date or one that has been changed incorrectly is worse than useless because it can give wrong directions.

When a list of effective pages is included with a change, it is important that you check all pages against the checklist. This procedure determines whether or not your publication is current.

You will use the various publications and directives increasingly as you learn your job. They are the references to which you will turn for information about correct procedures. In any billet you need the answers to numerous questions. You cannot possibly remember all these answers, and in fact you should not try to do so. Instead, you should know where to locate the information. The better you know your official publications and directives, the quicker you will be able to find what you need.

## GENERAL REGULATORY PUBLICATIONS

The Constitution of the United States, the treaties this Nation enters into, and laws passed by the Congress comprise the fundamental law governing the Navy. These, however, give only broad outlines. For express directions setting forth procedures under the law, the Navy has various publications and official directives.

The following publications are usually maintained by Master at Arms units:

United States Navy Regulations

Manuals and directives issued by bureaus and offices of the Navy Department and headquarters organizations.

### Navy Regulations

Foremost in general importance among official publications is United States Navy Regulations, which outlines the organizational structure of the Department of the Navy and promulgates the principles and policies by which the Navy is governed. Its chapters set forth, among other things, the responsibility, purpose, authority, and relationship of each bureau and office of the Navy Department; headquarters organizations; and of the senior executives (military and civilian) of the Department of the Navy. It is published in looseleaf form and kept in an adjustable binder so that changes may be inserted as necessary.

The Chief of Naval Operations is responsible for making changes to Navy Regulations, and presenting changes to the Secretary of the Navy for his signature.

### Manual for Courts-Martial

By enactment of the Uniform Code of Military Justice, approved 5 May 1950, as amended by the Military Justice Act of 24 October 1968, Congress established a single set of laws for administering justice to all the Armed Forces. Under the authority of this Act, the President issued the Manual for Courts-Martial, United States, 1969 (Rev.).

The Manual describes the types of courts-martial established by UCMJ, defines their jurisdiction, and prescribes their membership and procedures. It also covers such matters as nonjudicial punishment, review of court-martial proceedings, new trials, and limitations on punishments.

The Manual for Courts-Martial was prepared in the Office of the Secretary of Defense and was approved and signed by the President. It is a looseleaf volume issued to the Navy through the Office of the Judge Advocate General.

### Uniform Regulations

United States Navy Uniform Regulations prepared and distributed by the Chief of Naval Personnel, describes the various uniforms for personnel in all categories, lists the uniforms required, and contains lists of articles worn or used together. It describes occasions when the various uniforms should be worn, methods of wearing medals, decorations, ribbons, rating badges and special markings, and gives notes on the care of the uniform.

The current edition was published in 1969. Changes are issued by BUPERS as changes in the uniform occur.

### Security Manual

The Department of the Navy Physical Security Manual, OPNAVINST 5510.45B, issued by the Chief of Naval Operations, is the basic security directive relating to the physical security of all shore activities of the Navy. Its provisions apply to all military and civilian personnel and to all activities of the Department of the Navy.

The manual covers the responsibilities of personnel assigned the task of physical security, classifies the various hazards, details the physical measures which may be used to enhance security, and sets forth the minimum acceptable standards and techniques of establishing and maintaining physical security in selected areas.

## NAVY DIRECTIVES

Directives are written communications that prescribe or establish policy, organization, methods, or procedures; require action, or contain information essential to the effective administration or operation of activities concerned.

There are two types of directives: (1) INSTRUCTIONS, which are directives of a continuing nature and are effective until subsequently canceled; and (2)NOTICES, which are directives of a onetime nature, or which are applicable for a a brief period of time (usually 6 months or less). Each notice contains a provision for its own cancellation.

With a few exceptions such as Top Secret directives, registered publications, joint Army-Navy-Air Force publications, and the like, all directives are issued in accordance with the Navy Directives System. SECNAVINST 5215.1. These directives are assigned a standard subject identification code number from SECNAVINST 5210.11, Department of the Navy Standard Subject Identification Codes.

There are 13 major numerical subject groups under the Navy's standard numerical table, each group identified by a four- or five-digit numeric code, as follows:

| | |
|---|---|
| 1000 Series. | Military Personnel. |
| 2000 Series. | Communications. |
| 3000 Series. | Operations and Readiness. |
| 4000 Series. | Logistics. |
| 5000 Series. | General Administration and Management. |
| 6000 Series. | Medicine and Surgery. |
| 7000 Series. | Financial Management. |
| 8000 Series. | Ordnance Material. |
| 9000 Series. | Ships Design and Ships Material. |
| 10000 Series. | General Material. |
| 11000 Series. | Facilities and Activities Ashore. |
| 12000 Series. | Civilian Personnel. |
| 13000 Series. | Aeronautical and Astronautical Material. |

These major groups are subdivided into primary, secondary, and sometimes tertiary breakdowns. An example follows:

1000 Military Personnel
    1200 Classification and Designation
        1230 Testing and Interviewing
            1236 Enlisted

In other words, BUPERS Instruction 1236.2 is an instruction covering testing enlisted personnel.

Originators assign consecutive numbers to instructions having the same subject identification number for purposes of showing the order of issue. EXAMPLE: The subject number for "Weapons Systems" is "13010." An originating office would assign numbers to the first, second, and third instruction it issues on weapons systems as 13010.1, 13010.2, and 13010.3 respectively, etc.

When there is substantial change in an instruction, it is rewritten, reissued, and carries the date of revision. Each revision is assigned the same subject identification number as the superseded instruction, and is further identified by a suffix capital letter; the first revision A, the second B, etc.—13010.1A, for example.

Notices are not assigned consecutive numbers because of their one-time nature or brief duration. There may be several notices bearing the same number, differentiated by date of promulgation and subject title.

With the current system, the security classification of instructions and notices is indicated by prefixing the subject numbers of "O" for Confidential and "OO" for Secret. A pending change will call for prefixing the number with "C", "S", and "T" for Confidential, Secret, and Top Secret, respectively.

A single set of consecutive numbers is used by each originating office for each subject number regardless of the security classification of individual instructions. For example, if the first instruction issued on Weapon Systems were unclassified, the second Confidential, and the third Secret, they would be numbered 13010.1, 013010.2, and 0013010.3 respectively.

### Filing

While directives (instructions and notices) utilize the standard subject group identification numbers and breakdowns of the Navy Directives System, many other types of publications do not. When file material other than instructions and notices are received, they should be assigned a file symbol based on the subject group identification number as listed in SECNAVINST 5210.11. The correct application of file symbols assures uniformity in filing.

Personnel who have a working knowledge of the subject identification system and the manner in which all records are filed can locate required material expeditiously at any activity to which they may be assigned.

The most important filing operation is classifying (assigning file symbols) since it determines where papers are to be filed so that they may be located quickly. Each paper received locally for filing is given the local file symbol assigned regardless of whether or not a file symbol already appears on it. The proper coding is determined by the most important, definite, or concrete subject mentioned; the purpose or general significance of the document; the manner in which similar documents are sought; or the file symbol under which documents of a similar nature are filed.

The actual filing responsibility should be assigned to one person for each local file. All material awaiting filing should be placed in one basket and, to avoid accumulations, should be filed daily.

When material can be properly filed under two or more headings, one or more cross-reference forms should be inserted in the files at the appropriate places to indicate just where the document is filed. The cross-reference should indicate the following information:

1. Originator, serial number, file symbol, and date.
2. Addresser.
3. Subject.
4. Addressee.
5. Where filed.
6. Brief of document or applicable part of text.

Extra copies of the basic document may be used instead of the cross-reference form. Cross-referencing, while serving a very useful purpose, should be kept to a minimum.

Other publications such as technical manuals, instructions and notices should be placed in looseleaf binders in numerical order and kept on a convenient shelf. The binders should be clearly marked on the back with the contents for ease in locating a particular publication.

Locating a publication in the files is not difficult if the number is known. Most people, however, are unable to remember more than a few numbers for any period of time. Hence, it is necessary to have an index of some sort for Navy directives.

## REPORTS CONTROL SYSTEM

The Reports Control System is used by all ships and stations in the Naval establishment to control from one central office all reports which are required by a command in the performance of its mission.

### Responsibility

Responsibility for management of reports of a ship or station is usually assigned as a collateral duty to an officer who is then known as the REPORTS MANAGEMENT OFFICER. As such, he defines the policies and controls to be observed by all personnel in connection with the REPORTS MANAGEMENT CONTROL SYSTEM (Tickler System).

## Control Point

The captain's office aboard ship or the administrative office at a shore station is designated as the single control point and is responsible for the control of all reports which are required from that command. Although the tickler system is generally controlled from this office, it should be noted that reports are prepared by each departmental office and submitted to the control point for signature, dating, and mailing. The primary function of the control point regarding the tickler system is to maintain a record of all the reports required and to remind departments in advance of a report's due date in order that the report may be submitted on time.

## Organizing the System at a New Activity

When a new ship is commissioned or a shore activity established, it is necessary to set up a Reports Control System. The operating forces and shore installations must refer to different directives for the appropriate list of reports required by the various bureaus, systems commands, and offices that compose the Washington headquarters organizations. The directive that applies to the operating forces is OPNAVINST 5213.3 and that for shore activities is OPNAVINST 5213.5. In addition, a ship or station will be required to submit reports to a senior (or seniors) in the chain of command. These reports will be listed in a directive in the 5213 series prepared by the command to which the reports are due.

## Master Reports List

Having determined from appropriate directives what reports are required, it is now necessary to establish a system whereby the command has a master list of all reports to ensure that reports are submitted when due. This is done by making out a Recurring Reports Card (NAVEXOS 4179) on each report — commonly known as the reports tickler card. With these cards, a ticker system can be established.

## Tickler System

Tickler System is the term commonly used by the Navy for the Reports Control System. It provides an accurate index to the reports required, and when they must be submitted. The make-up of a reports tickler file may vary slightly from command to command. The file should, however, be uniform in make-up by using a standard 5" x 8" card (NAVEXOS 4179) and should contain separators or indicator tabs marked as follows:

DAILY
WEEKLY
MONTHLY
QUARTERLY
SENIANNUALLY
ANNUALLY
WHEN OCCURRING (SITUATIONAL)

January through December 1 through 31 (for use with current month)

Although it may not be necessary to use all the above tabs or separators, depending on the make-up of your file, those separators are generally placed in a standard size box (called the tickler box) and the Recurring Reports Record Cards (NAVEXOS 4179) filed between the appropriate separators to reflect the tickler date on which the report should be prepared.

The report tickler file requires daily attention if it is to be an effective aid, and personnel must be kept informed of current requirements for reports.

In addition to recurring reports, the reports tickler file may be used:

- As a reminder of action required on incoming mail, such as a reply which may be required on an incoming letter.

- As a remainder of non-receipt of a reply to an outgoing letter from your command.

Tickler cards may be prepared to serve the purposes of either of the above, but an easier and more economical method would be to file the third copy of the routing slip on incoming mail, and a copy of the correspondence itself in the case of outgoing mail, in the appropriate place in the tickler box to serve as a reminder of action required.

## Notice to Departments

To ensure that departments submit all reports when due, it is advisable to have a system for alerting them in sufficient time before the actual due date. This may be done in one of the following ways:

- Put out a monthly listing of reports due by using the information from your tickler cards.

- Provide the department with a copy of the tickler card.

## INSPECTIONS, CEREMONIES AND VISITOR ESCORTING

The protocol for conducting inspections, ceremonies, and escorting visitors are set forth in ship/shore local bills or instructions.

The Chief Master at Arms furnishes escorts for the Commanding Officer, Executive Officer, and high-ranking visitors on inspections, trips, and other functions as requested.

Specific duties assigned to the Master at Arms are: commanding officer's zone inspection, frequent MA inspections, administrative and material inspections, surprise inspections, and other functions as directed.

## GENERAL AND LIMITED VISITING

General visiting will be permitted aboard ship only as authorized by competent authority. Personal visits by relatives and friends of personnel in the ship's company will be as authorized by the commanding officer.

### Preparing for Visitors

When authorized visitors are to be received aboard, the public affairs officer will prepare suitable literature for distribution to them, as approved by the commanding officer. Such matters as the history of the ship and a brief on the origin of the ship's name may be included. The public affairs officer will also obtain copies of the visitors' boat schedules and will distribute them to the Master at Arms at the landings and to the public through local public affairs officers.

The weapons officer will organize and instruct guides for the visitors and will designate heads for visitors' use. He will also prepare special boat schedules for visitors and provide copies to the public affairs officer after they have been approved by the executive officer.

The damage control assistant is responsible for preparation of necessary "no visitors" and "no smoking" signs. These signs are placed in appropriate places by the department heads. The "no smoking" signs are placed where needed. The "no visitors" signs are placed at each access to restricted areas in the ship. Ordinarily the spaces restricted to general visitors are CIC; radio central and emergency radio; sonar control; any weapon system mount, director, control room, or equipment room: all ready service ammunition rooms; all magazines; after steering room; all engineering spaces; radar rooms; electronic warfare spaces; plot and IC room; officers' country; crew's berthing spaces; CPO mess room: deck lockers; storerooms; and all heads and washrooms except those designated for visitor use.

Heads of departments also provide sentries as necessary at accesses to restricted areas and for surveillance of traffic routes. They ensure the readiness of the ship to receive visitors and observe the progress and conduct of the visit. They also ensure the security of restricted matter and spaces, such as classified publications and correspondence, equipment, and ammunition.

### Procedures During Visits

As visitors arrive, the officer of the deck will assign guides to groups of approximately 10 visitors, have literature distributed, and direct the guides to commence the tour following a standard route. Unless specifically authorized by the commanding officer, visitors' cameras must be checked with the officer of the deck, who will ensure that they are tagged with the owner's name and properly stowed.

Guides will point out and explain items of interest, request visitors to remain together, and be alert for their safety.

As a Master at Arms, you will ensure that instructions regarding visitors are adhered to.

### Injury to Visitors

If any visitors are injured while aboard, the following procedure should be followed by the command duty officer and/or officer of the deck:

1. Ensure that all possible medical treatment is rendered to the injured person, including transfer, if necessary, to the nearest hospital.
2. Obtain statements from witnesses and the injured party.*
3. Forward the original record, statements, and report of treatment and physical examination

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*Circumstances surrounding an accident must be carefully investigated and a full report given to the commanding officer, who will appoint an investigating officer.

to the office of the Judge Advocate General, attention Chief Admiralty Officer.

4. Ensure that all pertinent details are entered in the ship's log.

## ZONE INSPECTION

The damage control assistant is responsible for preparation of the zone inspection procedure. The executive officer designates the inspection parties for each zone. Division officers ensure that the proper personnel stand by in their spaces during inspection.

For purposes of inspection and report, the following procedures will be carried out:

1. All spaces listed in the zone inspection table will be open and ready for inspection during zone inspection. All lockers, drawers, and cabinets will be open except for lockers assigned to personnel.
2. All canvas will be off during inspection except for stack covers over dead firerooms. All gun tampions will be out and breeches will be open.
3. The enlisted man responsible for the cleanliness and preservation of each space will present himself to the zone inspector by saluting and saying, "Good morning, Sir. (last name) (rate), Compartment (number), (number) Division, standing by for inspection."
4. Progress in correction of deficiencies of previous zone inspections should be noted. The yeoman recording comments of the inspecting party will carry comments of previous inspections, and as each compartment is entered, will bring such comments to the attention of the senior inspecting officer.
5. The remarks of each zone inspector will be submitted to the executive officer's office for publication. They will be of a constructive nature, suggesting treatment or remedy for deficiencies.

Chapter 10 of U.S. Navy Regulations describes in detail the various honors and ceremonies in which you may become involved.

## SAFETY PRECAUTIONS

All safety precautions shall be posted in a conspicuous place on or near any equipment, component or material which presents a hazard to the security of the activity or to the safety of personnel.

It is the responsibility of supervisory personnel to ensure that their personnel are instructed in and carry out the applicable safety precautions for their work and work areas. Each individual is responsible for knowing, understanding and observing all safety precautions applicable to his work and work area.

Safety precautions for Master at Arms units fall into four primary categories; small arms and pyrotechnics (found in chapter three), safe driving, general housekeeping and garage safety.

### Safe Driving

Safe operation of vehicles is every individual's responsibility. Any individual observing unsafe operation of MA vehicles will report this fact to his immediate supervisor, or make necessary corrections on the spot.

Prior to accepting a vehicle from the garage, a physical and visual safety check will be made, with the following items to be examined:

1. Tires, body of vehicle for dents, scratches, etc.
2. Windshield, windows and wiper blades.
3. Red light, siren, and horn.
4. Excessive play in steering wheel, hand and foot brakes.
5. Lights, indicators, etc.
6. Seat belts installed and functioning.

If any of the above are not functioning, or if the operator feels their condition creates a safety hazard, the vehicle will not be accepted unless the item is repaired by the garage.

Before operating a MA vehicle, you must have a valid government drivers license, familiarize yourself with the local traffic code and become thoroughly acquainted with the area to which you are assigned.

When patroling, you must observe the following safe driving precautions.

1. When you are approaching a corner and another car is crossing your path at a rapid rate, let it cross ahead of you, even if you have the right-of-way.
2. Make all required hand signals promptly, properly, and distinctly.
3. When the driver ahead of you makes an indistinct hand signal, slow down, or stop, until you determine what he proposes to do.
4. Pass parked cards carefully, especially in school zones. Even when the street is clear, drive at a moderate, safe speed.

5. Stop when school buses are loading or unloading.

6. Never drive when you are under the influence of alcoholic beverages.

7. If you meet a car that is weaving or hugging the centerline of the highway, slow down and move to your right. Don't try to force the driver of the other car back to his lane by hugging the centerline yourself.

8. Never pass a car near the top of a hill, on a curve, or at any point where you view of the highway is obstructed.

9. Allow ample space between your vehicle and the car ahead, this space may give you time to stop without colliding.

10. At night dim your lights for approaching vehicles, and reduce your speed, so that you always have a clear view of the highway ahead.

11. Reduce your speed in rain, sleet, snow, fog, or other conditions that limit visibility, thus allowing adequate time for sudden stops.

12. Posted speed limits will not be exceeded at any time, even when operating your vehicle on an emergency or expedite run. Maximum speed on all van type vehicles is 50 mph, including zones where the posted limit is higher.

13. Seat belts will be worn at all times by all occupants of the vehicle. It is the responsibility of the senior man/woman in the vehicle to ensure the vehicle is not set in motion until all personnel are strapped in.

14. When driving a vehicle with the windows up, air conditioner and radio on it may become difficult to hear another emergency vehicle. If you and another emergency expedite vehicle are approaching the same intersection at the same time and you are continuously sounding your siren you will never hear the other vehicle. Therefore, use your siren, but only when necessary, and do not use the siren when the horn will do.

15. Keep your mind on your business and keep your vehicle under control at all times. Stay Alert!

### General Housekeeping Safety

The grounds surrounding the Master at Arms unit should be kept free of any tripping or slipping hazards such as; equipment or materials left unattended on walkways or steps. The best way of meeting ice and snow slipping hazards is to remove the snow or slush before it forms into ice. Where this is not practical, slipperiness can be reduced by spreading gritty material, such as sand, gravel, or fine cinders over the slippery surfaces.

In buildings, working spaces shall be regularly inspected to maintain order and cleaniness and to eliminate fire hazards.

It is inevitable that a building will have transitory hazards such as floor openings or protrusions. When such hazards are present appropriate warning signs, hazard markings, or barricades with adequate lighting shall be provided.

Rubbish and scrap materials shall be disposed of in properly identified cans, receptacles, or bins. All rubbish shall be cleared from buildings at the end of each workday and work areas shall be maintained free from accumulations of combustible debris. Highly flammable materials such as oily rags, shall be kept in self-closing metal containers, and their contents shall be disposed of at the end of the work day.

Floor cleaning liquids should be limited to those having a flash point above 100°F. to comply with fire prevention regulations. Gasoline, naphtha, thinners, or any other highly flammable liquids shall not be used to clean floors.

If the MA unit you are assigned to has a set of stairs, they should be equipped with antislip surfaces, unless they are made of wood. Stairs should be well-lighted, kept clean, dry, and free of slippery substances, refuse, and stored material. Where practical, the duties of personnel should be planned so that they will require as little use of the stairs as possible. Personnel should be instructed to walk, not run on the stairs and to use the handrail.

Since fire is one of the greatest and most frequent hazards met in almost any area, fire prevention measures is an all hands responsibility. You must be cognizant of potential fire hazards and the means in which to extingush them. Know the location of all firefighting aparatus within the MA unit and the proper prodecure used to extinguish the various classes of fires.

### Garage Safety

The garage shall be thoroughly inspected daily and maintained in a clean and orderly state. Floors and other exposed surfaces shall be kept scrupulously clean. Hazards on floors such as oil, grease, or loose tools, which might result in fire, slipping, tripping or falling shall be eliminated as quickly as possible.

Particular care shall be taken to maintain cleaniness in the area around the grease rack as well as in the rack itself. At each section change personnel shall insure that the grease rack and decks are clean.

Garages shall be well ventilated for the protection of service personnel against accumulations of carbon monoxide. If these spaces are not equipped with adequate ventilation, doors shall be opened whenever engines are running.

Apparel required by personnel working in garages are goggles, face shields, rubber gloves, aprons, safety shoes, and special gloves as needed.

Goggles shall be worn for all grinding chipping, cuttings, welding and when using compressed air, or for similar operations designated by local command.

Rings shall not be worn by garage personnel when servicing batteries or working on motor vehicles.

# CHAPTER 11

# FIRST AID

First aid is the emergency care given sick or injured persons. Emergency care must not take the place of proper medical or surgical treatment, but should consist ONLY of furnishing temporary assistance until competent medical aid is available.

The purposes of first aid are: (1) to save life, (2) to prevent further injury, and (3) to preserve vitality and resistance to infection.

Everyone in the Navy must know when and how to apply first aid measures and be prepared to give competent assistance to persons injured in battle, collision, fire, and other accidents. A real knowledge of first aid and its purposes, when properly applied, may mean the difference between life and death, between rapid recovery and long hospitalization, between temporary disability and permanent injury.

In administering first aid, you have three primary tasks:

1. Stop severe bleeding.
2. Begin artificial respiration.
3. Prevent or reduce shock.

Work quickly, but don't rush around frantically. Don't waste time looking for ready-made materials; do the best you can with whatever is at hand. Send for a medical officer as soon as possible.

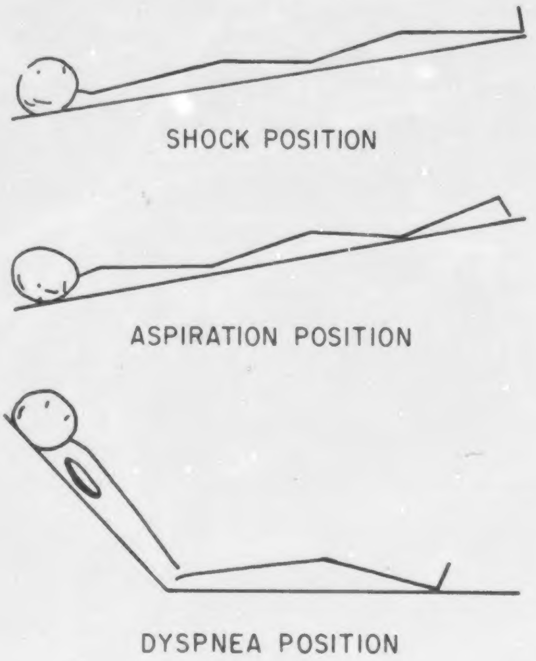
## GENERAL FIRST AID RULES

Although each case of injury or sickness presents its own special problems, there are some general rules that apply to practically all situations. You should have a thorough understanding of the following rules before going on to learn specific first aid treatment for various types of injuries:

1. Keep the victim lying down, his head level with his body, until you have found out what kind of injury he has and how serious it is. However, it should be quickly noted if the victim has one of the following problems that represent exceptions to this rule and require different positions (fig. 11-1).

Severe Shock—If the victim is in severe shock, place him on his back with his head slightly lower than his feet.

Vomitting or Bleeding About the Mouth and Semiconscious.—If the victim is in danger of aspirating blood, vomited matter, or water,



136.1

Figure 11-1.—Positioning victim for specific injuries.

place him on his belly with his head, turned to one side, lower than his feet.

Shortness of Breath.—If the victim has a chest injury or respiratory obstruction, place him in a sitting or semisitting position.

2. Examine the victim for hemorrhage (serious bleeding), asphyxiation (suspended breathing), and shock, all of which require immediate treatment. Hemorrhage and stoppage of breathing are both of such great immediate importance that, whenever possible, one person should take care of one condition while another attends at once to the other.

If you are alone and the victim is bleeding severely and, at the same time, needs artificial respiration, the best course to follow would probably be to stop the bleeding. Artificial respiration usually requires some time to be effective and, once begun, should not be interrupted. You must decide if the bleeding is severe enough to warrant a delay in beginning artificial respiration.

3. In examining the victim, move him no more than is absolutely necessary. It may be necessary to remove some of his clothing in order to determine the extent of his injuries. It is preferable to rip the clothing along the seams, but the material may be cut if ripping it will disturb the victim greatly or aggravate an injury. Removing clothing in the usual way may do great harm, especially in fracture injuries. Do not remove so much clothing that the victim will become cold. Shoes may have to be cut off to avoid causing pain or increasing an injury.

4. Keep the victim reassured and as comfortable as possible. Often a restoration of confidence is very helpful.

5. Avoid allowing the victim to see his injury. Assure him that his injuries are understood and that he will get medical attention as soon as possible.

6. Do not touch open wounds or burns with fingers or other objects, except when sterile compresses or bandages are not available and it is absolutely necessary to stop severe bleeding.

7. Do not try to give an unconscious person any solid or liquid substance by mouth. He may vomit and get some of the material into his lungs when he breathes, causing infection. It is also possible that his windpipe might be blocked causing strangulation. Death could result.

8. Do not move the victim unless it is absolutely necessary to do so. If a bone is broken, or you suspect that one is broken, do not move him until you have immobilized the injured part. This may prove lifesaving in cases of severe bone fractures, for the jagged bone may sever blood vessels, damage tissues, and increase shock. Of course, threat of fire and other similar situations may require that the victim be moved. But the principle should always be kept firmly in mind and considered against other factors.

9. When transporting an injured person, always see that the litter is carried feet forward no matter whan injuries he has. This will enable the rear bearer to observe the victim for any respiratory obstruction or stoppage of breathing.

10. Keep the injured person comfortably warm—warm enough to maintain normal body temperature.

In most situations you will not be called upon to do very much for an injured person. Very serious and mutilating injuries may require heroic first aid measures on your part; but by far the greater number of injuries will require a minimum of effort on your part and a maximum of judgment and self-control to prevent yourself and well-intentioned bystanders from trying to do too much.

## HEMORRHAGE

Blood is circulated throughout the body by means of three different kinds of blood vessels: arteries, veins, and capillaries. ARTERIES are large vessels which carry the blood away from the heart; VEINS are large vessels which carry the blood back to the heart; and CAPILLARIES form a connecting network of smaller vessels between the arteries and the veins.

Hemorrhage (escape of blood) occurs whenever there is a break in the wall of one or more blood vessels. In most small cuts, only capillaries are injured. Deeper wounds result in injury to veins or arteries. Bleeding which is severe enough to endanger life seldom occurs except when arteries or veins are cut. (You may have heard of people called "bleeders," who can bleed to death from a very small cut because their blood cannot form clots. This condition is so rare, however, that you are not likely to encounter it.)

The average adult body contains about 5 quarts of blood. One pint of blood can usually be lost without harmful effect—in fact, this is the amount usually given by blood donors. However, the loss of 2 pints will usually cause shock, and shock becomes greater and greater as the amount of blood loss increases. If half the blood in the body is lost death almost always results.

Capillary blood is usually brick red in color. If capillaries are cut, the blood oozes out slowly. Blood from the veins is dark red. If a vein is cut, the blood escapes in a steady, even flow. If an artery near the surface is cut, the blood will gush out in spurts which are synchronized with the heart beats; but if the cut artery is deeply buried, the bleeding will appear to be a steady stream. Arterial blood is usually bright red in color.

In actual practice, you might find it difficult to decide whether bleeding was venous or arterial, but the distinction is not usually important. A person can bleed to death quickly from a cut artery; prolonged bleeding from any large cut can, of course, have the same effect. The important thing to know is that all bleeding must be controlled as quickly as possible.

## CONTROL OF HEMORRHAGE

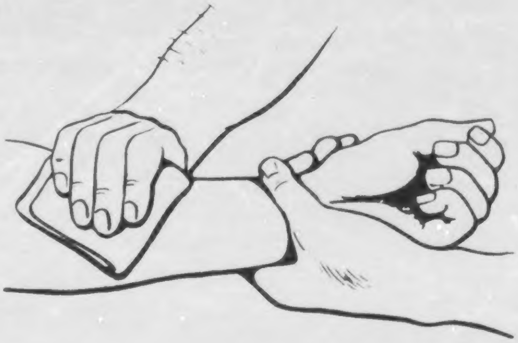
The only way to stop serious bleeding is by the application of pressure. In practically all cases, bleeding can be stopped if pressure is applied directly to the wound. If direct pressure does not stop the bleeding, pressure should be applied at the appropriate pressure point. In those very rare cases where bleeding is so severe that it cannot be controlled by either of these methods, pressure can be applied by means of a tight constricting band called a tourniquet. These three ways of using pressure to control hemorrhage are described below.

### Direct Pressure

In almost every case, bleeding can be stopped by the application of pressure directly on the wound. If a sterile dressing is available, place it directly over the wound and fasten it in position with a bandage. If you do not have a sterile dressing, use the cleanest cloth available—a freshly laundered handkerchief, a towel, or some article of clothing. Fold it to form a wad, place it directly over the wound, and fasten it in position with a bandage.

If the bleeding does not stop, try applying direct pressure with your hand, over the wad of cloth (fig. 11-2).

In cases of severe hemorrhage, do not worry too much about the dangers of infection. The basic problem is to stop the flow of blood. If no material is available, simply thrust your hand into the wound. Remember, direct pressure is the first method to use when you are trying to control hemorrhage.



136.2

Figure 11-2.—Controlling bleeding by direct pressure.

### Pressure Points

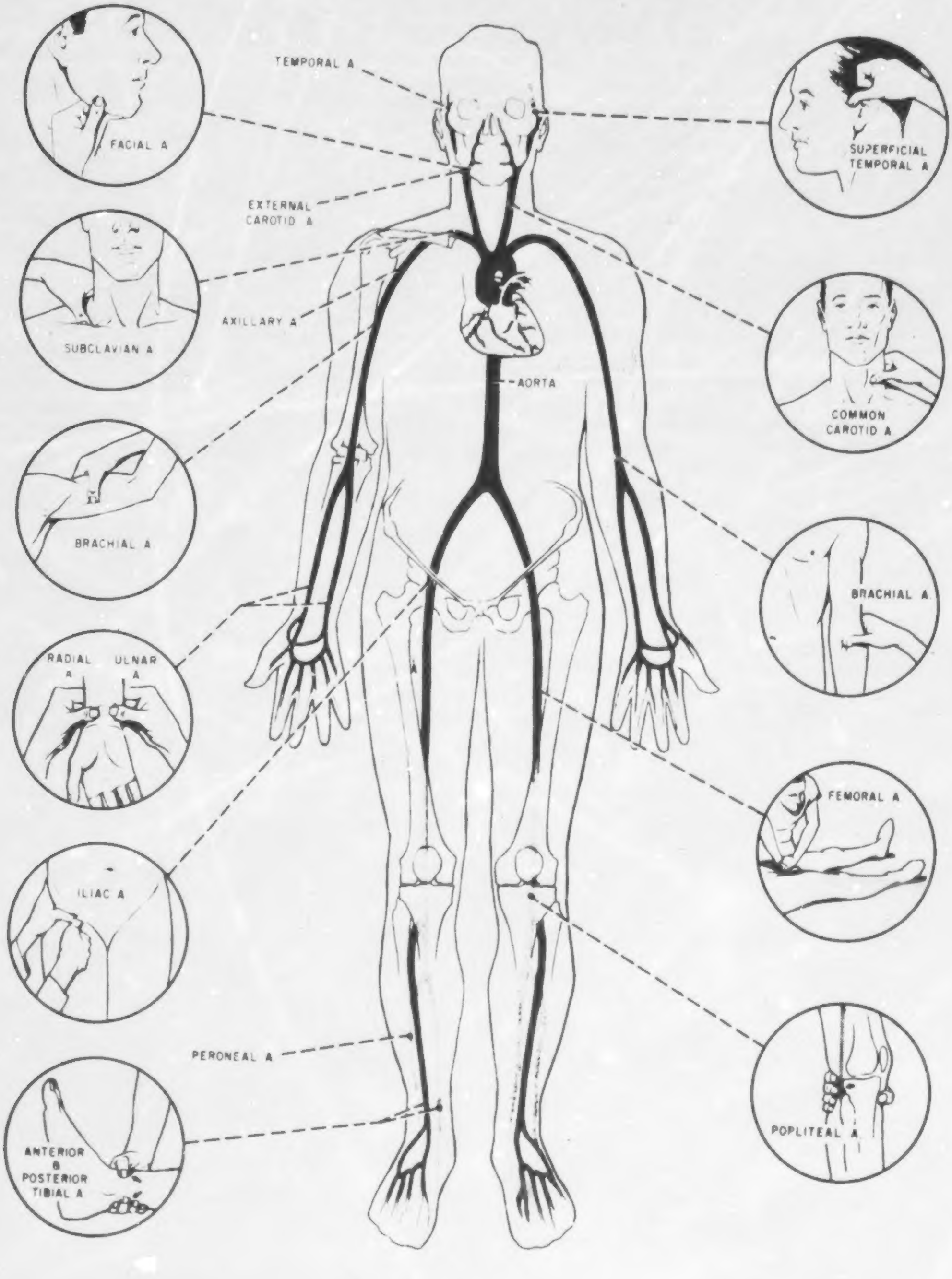
Bleeding from a cut artery or vein may often be controlled by applying pressure to the appropriate pressure point. A PRESSURE POINT is a place where the main artery to the injured part lies near the skin surface and over a bone. Pressure at such a point is applied with the fingers (digital pressure) or with the hand; no first aid materials are required. The object of the pressure is to compress the artery against the bone, thus shutting off the flow of blood from the heart to the wound.

There are 11 principal points on each side of the body where hand or finger pressure can be used to stop hemorrhage. These points are shown in figure 11-3.

If bleeding occurs on the face below the level of the eyes, pressure should be applied to the point on the lower jawbone. To find this pressure point, start at the angle of the jaw and run your finger forward along the lower edge of the jawbone until you feel a small notch. The pressure point is in this notch.

If bleeding is in the shoulder or in the upper part of the arm, apply pressure with the fingers in back of the collarbone. You can press down against the first rib or forward against the collarbone—either kind of pressure will stop the bleeding.

Bleeding between the middle of the upper arm and the elbow should be controlled by applying


FACIAL A
TEMPORAL A
SUPERFICIAL TEMPORAL A
EXTERNAL CAROTID A
SUBCLAVIAN A
AXILLARY A
AORTA
COMMON CAROTID A
BRACHIAL A
BRACHIAL A
RADIAL A
ULNAR A
FEMORAL A
ILIAC A
PERONEAL A
POPLITEAL A
ANTERIOR & POSTERIOR TIBIAL A

136.3

Figure 11-3.—Pressure points for control of bleeding.

digital pressure on the inner (body) side of the arm, about halfway between the shoulder and the elbow. This compresses the artery against the bone of the arm.

Bleeding from the hand can be controlled by pressure at the wrist. If it is possible to hold the arm up in the air, the bleeding will be relatively easy to stop.

Apply digital pressure in the middle of the groin to control bleeding from the thigh. The artery at this point lies over a bone and quite close to the surface, so pressure with your fingers may be sufficient to stop the bleeding.

As in the case of bleeding from the hand, elevation is very helpful in controlling bleeding from the foot.

If bleeding is in the region of the temple or the scalp, use your finger to compress the main artery to the temple against the skull bone, at the pressure point just in front of the ear.

If the neck is bleeding, apply pressure below the wound, just in front of the prominent neck muscle. Press inward and slightly backward, compressing the main artery of that side of the neck against the bones of the spinal column.

Do not apply pressure at this point unless it is absolutely essential, since there is great danger of pressing on the windpipe and thus choking the victim.

Bleeding from the lower arm (forearm) can be controlled by applying pressure at the elbow.

As mentioned before, bleeding in the upper part of the thigh can sometimes be controlled by applying digital pressure in the middle of the groin. Sometimes, however, it is more effective to use the pressure point in the upper thigh. If you use this point, apply pressure with the closed fist of one hand and use the other hand to give additional pressure. The artery at this point is deeply buried in some of the heaviest muscle of the body, so a great deal of pressure must be exerted in order to compress the artery against the bone.

Bleeding between the knee and the foot may be controlled by firm pressure at the knee. If pressure at the side of the knee does not stop the bleeding, hold the front of the knee firmly with one hand and thrust your fist hard against the artery behind the knee. If necessary, you can place a folded compress or bandage behind the knee, bend the leg back, and hold it in place by a firm bandage. This is a most effective way of controlling bleeding, but it is so uncomfortable for the victim that it should be used only as a last resort.

You should memorize these pressure points so that you will know immediately which point to use for controlling hemorrhage from a particular part of the body. In the discussion of these pressure points, did you notice the general principle by which you can determine the proper point to use? The correct pressure point is that which is (1) nearest the wound, and (2) between the wound and the main part of the body.

It is very tiring to apply digital pressure, and it can seldom be maintained for more than 15 minutes. As soon as possible, therefore, some other method of continuing the control of bleeding must be found. Sometimes a compress, held securely over the wound by a bandage, will be enough to keep the bleeding under control; but if the bleeding is still severe you may have to apply a tourniquet.

### Use of the Tourniquet

A tourniquet is a constricting band which is used to cut off the supply of blood to an injured limb. It cannot be used to control bleeding from the head, neck, or body, since its use in these positions would result in greater injury or death. A tourniquet should be used only if the control of hemorrhage by other means proves to be difficult or impossible.

Basically, a trouniquet consists of a pad, a band, and a device for tightening the band so that the blood vessels will be compressed. There are several different kinds of readymade tourniquets. The type found in Navy first aid kits consists of a length of rubber tubing or a web band 2 1/8 inches wide by 5 feet long, with a buckle for fastening.

A variety of materials can be used to improvise tourniquets. Any round, smooth pressure object may be used—a compress, a roller bandage, a stone, a rifle shell—and any long, flat material may be used as the band. It is important that the band be flat: belts, stockings, flat strips of rubber, or neckerchiefs can be used; but rope, wire, string, or very narrow pieces of cloth should not be used because they will cut into the flesh. A short stick may be used to twist the band, thus tightening the tourniquet.

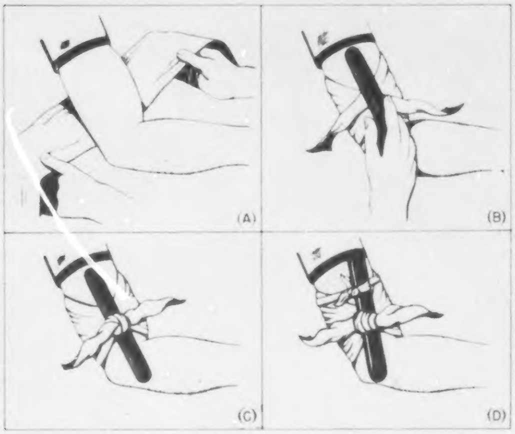
A tourniquet must always be applied above the wound—that is, towards the body—and it must be applied as close to the wound as practicable.

It is best to use a pad, compress, or similar pressure object, if one is available. It goes under the band. It must be placed directly over the artery, or it will actually decrease the pressure on the artery and thus allow greater flow of blood. If a tourniquet placed over a pressure object does not stop the bleeding, there is a good chance that the pressure object is in the wrong place. If this occurs, shift the object around until the tourniquet, when tightened, will control the bleeding. If no suitable pressure object is available, use the tourniquet without it.

To apply the web tourniquet found in Navy first aid kits, wrap it once about the limb and run the free end through the slit in the felt pad and then through the buckle. Draw it tight enough to stop the flow of blood.

To apply an emergency tourniquet made from something like a neckerchief, wrap the material once around the limb and tie an overhand knot. Place a short stick on the overhand knot, and tie a square knot over it. Then twist the stick rapidly to tighten the tourniquet. The stick may be tied in place with another strip of material. Figure 11-4 shows how to apply a tourniquet.

In order to be effective, a tourniquet must be tight enough to stop the arterial blood flow to the limb. If the pressure from the tourniquet is less than the arterial pressure, arterial bleeding will continue. Also, insufficient tourniquet pressure may actually increase the amount of bleeding from the veins. So be sure to draw the tourniquet tight enough to stop the bleeding. However, do not make it any tighter than necessary.



136.4

Figure 11-4.—Applying a tourniquet.

If you have ever had any first aid training, you may have been told quite a lot about the dangers of using a tourniquet, and you may have been instructed to loosen it every 15 or 20 minutes in order to allow some blood to circulate through the injured limb. It is true that a tourniquet is dangerous, and that it can cause the loss of a limb if it is left on too long or if it is improperly applied. However, recent experience has shown that a tourniquet which is correctly applied may be allowed to remain in place for a considerable length of time, with very little risk to the limb. More important, it has been found that in any case where bleeding is severe enough to justify the application of a tourniquet, the danger to life involved in loosening the tourniquet is a much more urgent consideration than any possible risk to the limb. You must remember that a tourniquet is never put on unless the hemorrhage is so severe that it cannot be controlled in any other way; by the time the tourniquet is put on, therefore, the victim has already lost a considerable amount of blood. The additional loss resulting from loosening the tourniquet may easily cause death. Once a tourniquet has been applied therefore, it should be released only by medical personnel.

After you have brought the bleeding under control with the tourniquet, apply a sterile compress or dressing to the wound, and fasten it in position with a bandage.

Here are the points to remember about using a tourniquet:

- Don't use a tourniquet unless you can't control the bleeding by any other means.
- Don't use a tourniquet for bleeding from head, face, neck, or body. Use it only on the limbs.
- Always apply a tourniquet above the wound, and as close to the wound as possible.
- Be sure you draw the tourniquet tight enough to stop the bleeding, but don't make it any tighter than necessary.
- Don't loosen a tourniquet after it has been applied, except in extreme emergency.
- Don't cover a tourniquet with a dressing. If it is necessary to cover the injured person in some way, make sure that all other people concerned with the case know about the

tourniquet. Using crayon, skin pencil, or blood, mark a large "T" on the victim's forehead or on a medical tag attached to his wrist.

## EMERGENCY SITUATIONS

Bleeding from most external wound is fairly easy to control. When some of the larger arteries are cut, however, hemorrhage may be so rapid that death will result within a few minutes. Possible methods of controlling the flow of blood in some of these emergency situations are briefly described below.

Wounds of the neck are often caused by sharp objects such as knives, razors, and glass fragments. Sometimes the large artery is cut, sometimes the large vein, and sometimes both; in any event, the blood loss will be extremely rapid. It is sometimes possible to control the bleeding from these wounds by applying hand pressure above and below the cut; such pressure must be maintained until a medical officer gives further instructions. It is a good idea to use cloth under your hands, if any is available, because the blood makes the neck very slippery and difficult to hold.

If the large artery in the leg is cut, the bleeding is very rapid. A tourniquet is usually necessary. At least partial (and perhaps complete) control of the hemorrhage can be and should be attained, however, by immediately applying extreme pressure directly over the wound. Cover your clenched fist with any clothing or other cloth which is available, and thrust your fist directly into the wound. (If no cloth is available, use your fist alone; but you will find it more difficult to control the bleeding in this way becuase your fist and the wound will both become very slippery.) Continue to apply direct pressure with your fist while the tourniquet is being applied.

Internal bleeding may be caused by deep wounds or by heavy blows which rupture internal blood vessels. The actual control of internal bleeding is beyond the scope of first aid, but the victim should always be treated for shock.

## GENERAL FIRST AID MEASURES

In addition to knowing how to control serious bleeding by the application of pressure, you must know the following measures which are important in the first aid treatment of a person who has suffered severe bleeding. Any person who has lost a large amount of blood must be treated by a medical officer as soon as possible. In the meantime, however, you can greatly improve his chances for recovery by treating him for shock as soon as possible, and by keeping him quiet.

Shock is always present in persons who have lost a large amount of blood. If you don't see any symptoms of shock, treat the person for it anyway; since the measures used to prevent shock are the same as those used to treat it, you may prevent its occurrence or, at least, lessen its severity.

Keep the casualty quiet. Try to keep him from getting excited. Do not move him unnecessarily, and do not handle him roughly. Keeping him quiet will allow a clot to form in the wound, and will also help to prevent the occurrence of shock. In some cases raising the injured part may help stop the bleeding—but don't try to do this if there is any other injury, such as a fracture or a dislocation, which would be made worse by such treatment. Try in every way to be careful and gentle in handling the casualty, and do everything you can to make him as comfortable as possible under the circumstances.

## SHOCK

Have you ever hit the end of your finger with a hammer, dropped a heavy weight on your foot, or caught your hand in a car door? Along with the immediate pain, did you experience a feeling of weakness, dizziness, and nausea? If so, this was a mild form of shock.

Some degree of shock follows all injuries. It may be slight and almost unnoticed, lasting only a moment, or it may be severe enough to cause death. Shock is often the cause of death in cases of burns, hemorrhage, poisoning, fractures, and other serious injuries. It may occur immediately following the injury, or it may come on several hours later. Even if it does not occur immediately, it is a real danger. All injured persons should be treated for shock before being treated for the actual injuries, except in cases where there is severe hemorrhage or asphyxiation.

In order to be able to help an injured person, therefore, you must know what to do for shock. Instead of just trying to memorize the treatment, however, let's try to understand something about the nature of shock, what causes it, how you can recognize it, and how you can prevent it. The more you learn about shock, the more you will understand why certain measures are important in the first aid treatment of this condition.

When you hit the end of your finger with a hammer, you get a response from your whole body. Since you finger hurts, you might think that it is the only part of you which is responding to the injury, but actually a great many changes are taking place in your body while you are concerned with the immediate pain. Your body as a whole is injured, and your body as a whole attempts to recover from the injury. A series of changes takes place, designed to restore the body to its normal, healthy condition.

Sometimes, however, the changes which occur may in themselves cause further damage to the body. To some extent this is what happens in shock. When a person is injured, the blood flow in his entire body is disturbed. To overcome this difficulty, the heart beats faster and the blood vessels near the skin and in the arms and legs contract, thus sending most of the available blood supply to the vital organs of the body and to the nerve centers in the brain which control all vital functions.

While this is going on, the other body cells do not receive enough blood, and therefore do not get enough oxygen or food. The blood vessels, like the rest of the body, suffer from this lack, and eventually they lose their ability to contract. When this happens, the vital organs and the brain do not receive enough blood, and the condition of shock becomes worse. If this situation continues, the damage presently becomes so extensive that recovery is impossible. In less severe cases, prompt first aid treatment for shock may make the difference between life and death. In mild cases of shock, recovery usually occurs naturally and rather quickly.

Basically, then, shock is a condition in which the circulation of the blood is seriously disturbed. As we will see later, the measures used to combat shock are aimed at helping the body to recover from this disturbance of the blood flow.

## CAUSES OF SHOCK

Serious shock occurs as a result of serious injury to any part of the body. Crush injuries, fractures, burns, poisoning, and prolonged bleeding are very likely to cause serious shock. An interruption of breathing, from whatever cause, is almost always followed by severe shock. Blast and concussion injuries, caused by pressure waves resulting from the detonation of high explosives in the air or under water, may severely damage the internal organs of the body and cause extensive shock. In short, any damage to the body is accompanied by or followed by some degree of shock.

There are a number of factors which affect the seriousness of shock. Age, for example, is often a determining factor, since very young children and very old people do not usually have as much resistance to shock as young or middle-aged adults. Pain can produce shock, or increase its severity. People who have been starved, deprived of water, or exposed to extremes of cold or heat go into shock very easily. Excessive fatigue can increase the severity of shock. As a general rule, people who have any kind of chronic sickness are likely to go into shock more easily than healthy people. In addition to these factors, there are some unexplained differences between individuals in regard to their resistance to shock—an injury which might cause mild shock in one person could cause serious, perhaps fatal, shock in another.

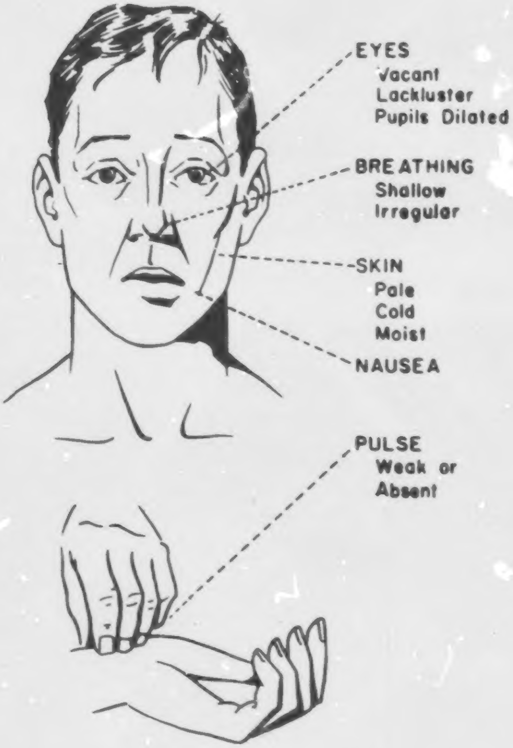
As you can see, it is not possible to list all the causes of shock. Just remember that shock is sure to accompany or follow any serious injury, and that it is often the most serious consequence of the injury.

## HOW TO RECOGNIZE SHOCK

A person who is going into shock may show quite a few signs or symptoms. Some of these are indicated in figure 11-5 and are discussed below. Remember, however, that signs of shock do not always appear at the time of the injury in many very serious cases they may not appear until hours later.

The symptoms shown by a person suffering from shock are, directly or indirectly, due to the fact that the circulation of the blood is disturbed. The pulse is weak and rapid. Breathing is likely to be shallow, rapid, and irregular, because the poor circulation of the blood affects the breathing center in the brain. The temperature near the surface of the body is lowered because of the poor blood flow; so the face, arms, and legs feel cold to the touch. Sweating is likely to be very noticeable. A person in shock is usually very pale, but in some cases there may be a bluish or reddish color to the skin. The pupils of the eyes are usually dilated (enlarged).

If the man is conscious, he may complain of thirst. He may have a feeling of weakness, faintness, or dizziness. He may feel nauseated. Also, he may be very restless and feel frightened and anxious. As shock deepens, these signs gradually disappear and he becomes less and less responsive to what is going on around him. Even pain may not arouse him. Finally, he may become unconscious.



136.5

Figure 11-5.—Symptoms of shock.

It is not likely that you will see all these symptoms of shock in any one case. Some of them appear only in late stages of shock, when the disturbance of the blood flow has become so great that the man's life is in serious danger. Sometimes the signs of shock may be disguised by other signs of injury. It is important to know what symptoms indicate the presence of shock, but don't ever wait for symptoms to develop before beginning treatment for shock. Remember, every seriously injured person is likely to develop serious shock.

## PREVENTION AND TREATMENT OF SHOCK

In many emergency situations, the most helpful thing you can do for an injured person is to begin treatment for shock. If shock has not yet developed, the treatment may actually prevent its occurrence: if it has developed, you may be able to keep it from reaching a critical point. As we have seen, shock creates a vicious circle—the worse it is, the worse it gets. It is extremely important therefore, that you begin the treatment at the first possible moment.

In order to give first aid treatment to a person in shock, you will need to know how warm he should be kept, what position is best for him, and what you may do to relieve pain.

A word of caution must be given here concerning the administration of liquids to a sick or injured person. Until recently, first aid books and training courses have emphasized the use of warm liquids (in particular, water, tea, and coffee) as a part of the first aid treatment for shock. However, it is now believed that the administration of liquids is not, as a rule, a necessary or even desirable part of first aid treatment. It is true that a person in shock is in need of liquid; but liquid given by mouth is not absorbed—and therefore does no good—except in very mild cases of shock. In moderate or deep shock, intravenous administration of liquids is necessary; but this is a medical procedure, and cannot under any circumstances be performed by a person giving first aid.

A further and even more important reason why you should not give liquids by mouth to an injured person is that this treatment is very likely to interfere with later administration of an anesthetic, should this be necessary.

As we have seen, a person in shock is often thirsty. No particular harm will be done if you allow the victim to moisten his mouth and lips with cool water, if it will make him more comfortable; but in general there is no need to give him anything to drink unless you are in a position where medical personnel will not be available for an excessively long period of time. In giving first aid treatment to a sick or injured person, you must of course use your own common sense and good judgment. It would not be reasonable, for example, to deprive a person of fluids for several days merely because he had been injured. The body needs 2 to 3 quarts of liquid daily. If an injured person is able to survive for some time in spite of his wounds, he should not be deprived of the normal amount of liquid which the body requires. If medical care will not be available for some time, you should give small amounts of warm water, warm tea, or warm coffee, if he is conscious and able to swallow and if he has not suffered internal injuries.

As a general rule, then, liquids should not be given as a part of first aid treatment, but they may be given if circumstances make it necessary for you to go somewhat beyond the usual first aid measures in caring for an injured person.

In the case of burns, an exception must be made to the rule of not giving liquids. A seriously burned person has an overwhelming need for fluids. It is therefore a permissible and even desirable part of first aid treatment for burns to give water or other liquids. Sweet tea, fruit juices, or sugar water may be given, if the casualty is conscious and able to swallow, if he has no internal injuries, and if vomitting is no problem.

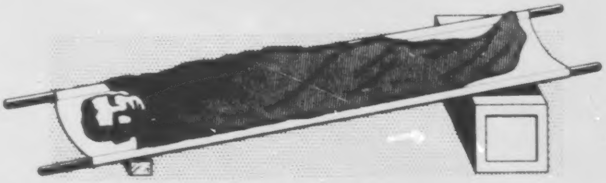
One final precaution must be given concerning the use of liquids: never give alcohol to a person in shock or who may go into shock. Alcohol increases the blood supply to surface vessels and so diminishes the blood supply to the brain and other vital organs.

### Heat

Heat is important in the treatment of shock to the extent that the injured person's body heat must be conserved. Exposure to cold, with resulting loss of body heat, can cause shock to develop or to become worse. You will have to judge the amount of covering to use by considering the weather and the general circumstances of the accident. Often a light covering will be enough to keep the casualty comfortable. Wet clothing should be removed and dry covering provided, even on a hot day. Use blankets or any dry material to conserve body heat. Artificial means of warming (hot water bottles, heated bricks, heated sand) should not ordinarily be used. Artificial heat may cause loss of body fluids (by sweating) and it brings the blood closer to the surface, thus defeating the body's own efforts to supply blood to the vital organs and to the brain. Also, the warming agent may burn the victim.

### Position

The best position to use for the prevention or treatment of shock is one which encourages the flow of blood to the brain. If it is possible to place the injured person on his back on a bed, cot, or stretcher, you can raise the lower end of the support about 12 inches so that his feet will be higher than his head (fig. 11-6). If the circumstances of the accident make it impossible to do this, it might still be possible for you to raise his feet and legs enough to help the blood flow to the brain. Sometimes it is possible to take advantage of a natural slope of ground and place the casualty so that his head is lower than his feet.



136.6

Figure 11-6.— Position for treatment of shock.

In every case, of course, you will have to consider what type of injury is present before you can decide on the best position. For example, a person with a chest wound may have so much trouble breathing that you will have to raise his head slightly. If the face is flushed rather than pale, or if you have any reason to suspect a head injury, do not raise the feet; instead, you should keep the head level with, or slightly higher than, the feet. If the person has broken bones, you will have to judge what position would be best both for the fractures and for shock. So remember: the basic position for treating shock is one in which the head is lower than the feet. Do the best you can, under the particular circumstances, to get the injured person into this position. In any case, never let a seriously injured person sit or stand or walk around.

### Relief of Pain

A long accepted, but false generalization is that all extensive injuries are associated with severe pain and that the more extensive the injury, the worse the pain. In reality, severe and even fatal injuries may be considerably less painful than a mashed finger tip, which can cause agony.

Another generalization is that, with similar injuries, everyone experiences the same amount of pain. This, too, is incorrect. Some feel pain far more severely than others. Also, those who would not be in much pain from a wound when rested, relaxed, and confident might experience severe pain from the same wound if exhausted, tense, and fearful Persons in shock tend to feel less pain. However, pain, unless relieved, may cause or increase shock.

Relief of pain can often be accomplished without the use of drugs. The injured man should be assured and made to realize that his injuries are understood and that he will get the best possible care. He should also be told of plans to get medical help or plans to move him to a place where medical assistance is available.

Pain can often be relieved by furnishing adequate support for an injury. Fractures of bones in which the surrounding tissue swells rapidly are extremely painful when left unsupported. Adequate immobilization of fractures not only relieves pain but prevents further tissue damage and shock. Needless suffering can often be eliminated by unlacing or slitting a shoe or loosening tight clothing in the region of the injury. Often a simple adjustment of a bandage or splint will be of much benefit, especially when accompanied by a few encouraging words.

Ordinarily, drugs, other than perhaps 1 or 2 aspirin tablets for mild pain, are not to be administered by persons giving first aid treatment. Which drug to give and the dosage must depend on a number of conditions. Decisions such as these can be made only by medical personnel.

## ARTIFICIAL RESPIRATION

A person who has stopped breathing is not necessarily dead; he may be in a state of asphyxia, which is a sort of suspended animation due to deficiency of oxygen in the blood. Some common causes of asphyxiation are drowning, electric shock, breathing poisonous gases, and lack of sufficient oxygen in the atmosphere (often true in unventilated compartments aboard ship). Whatever the cause of asphyxiation, treatment must be begun immediately. The body cannot store oxygen, but the heart may continue to beat after breathing has stopped, thus supplying a small amount of oxygen to the body cells. You may have only a very few minutes, though, to commence resuscitation.

In some instances, the victim may seem to be dead. Victims of severe electric shock, for instance, sometimes appear as though rigor mortis has set in, but many have been revived. So, even though you think the person is actually dead, begin artificial respiration anyway.

In the matter of electric shock victims, you have an added difficulty—removing him from contact with the electric circuit. The [illegible] method is to open the circuit switch, if you can do so without too much delay. Finding the proper swtich quickly, however, may not be possible, especially if you are unfamiliar with the equipment. In such an event, use any dry nonconducting material to pull the victim free; examples are a belt, clothing, a piece of line, or a sound-powered phone cord. Be very careful not to make bodily contact with the victim, or you may become a casualty yourself.

The standard methods of artificial respiration are the mouth-to-mouth method (with variations) and several manual methods (back-pressure, arm-lift; chest-pressure, arm-lift; back-pressure, hip-lift). Of these the mouth-to-mouth method is the one that is considered best. Although first advocated for infants and children, it is now the recognized method of choice for all age groups and body weights.

### Mouth-to-Mouth Method (Mouth-to-Nose)

When administering mouth-to-mouth artificial respiration, use the following procedures:

1. Place the victim on his back immediately. Don't waste time moving to a better place, loosening clothing, or draining water from lungs.
2. Quickly clear his mouth and throat. Remove any dentures, mucus, food, and other obstructions.
3. Tilt the victim's head as far back as possible (fig. 11-7A). His head should be in a "chin-up" position and his neck stretched to ensure an open airway (fig. 11-7B).
4. Lift his lower jaw forward. Grasp the jaw by placing your thumb into the corner of his mouth (fig. 11-7C). Do not hold or depress his tongue.
5. Pinch his nose shut (or seal his mouth). Prevent any air leakage.
6. Open your mouth wide and blow. Take a deep breath and blow forcefully (except for babies) into his mouth or nose until you see his chest rise (fig. 11-7D).
7. Quickly remove your mouth when his chest rises. Listen for exhalation—if the victim makes snoring or gurgling sounds, his jaw is not high enough (fig. 11-7E).
8. Repeat (steps 6 and 7) 15 to 20 times per minute. Continue until the victim begins to breathe normally.
9. Remove air blown into the victim's stomach. Periodically, between breaths, if the stomach is distended, place your hand on his upper abdomen and gently but firmly press the air out of his stomach (fig. 11-7F).
10. For infants seal both mouth and nose with your mouth Blow with small puffs of air from your cheeks.

The mouth-to-mouth method may be objectionable to many as there is a hesitancy on the part of a rescuer to touch with his mouth the mouth of

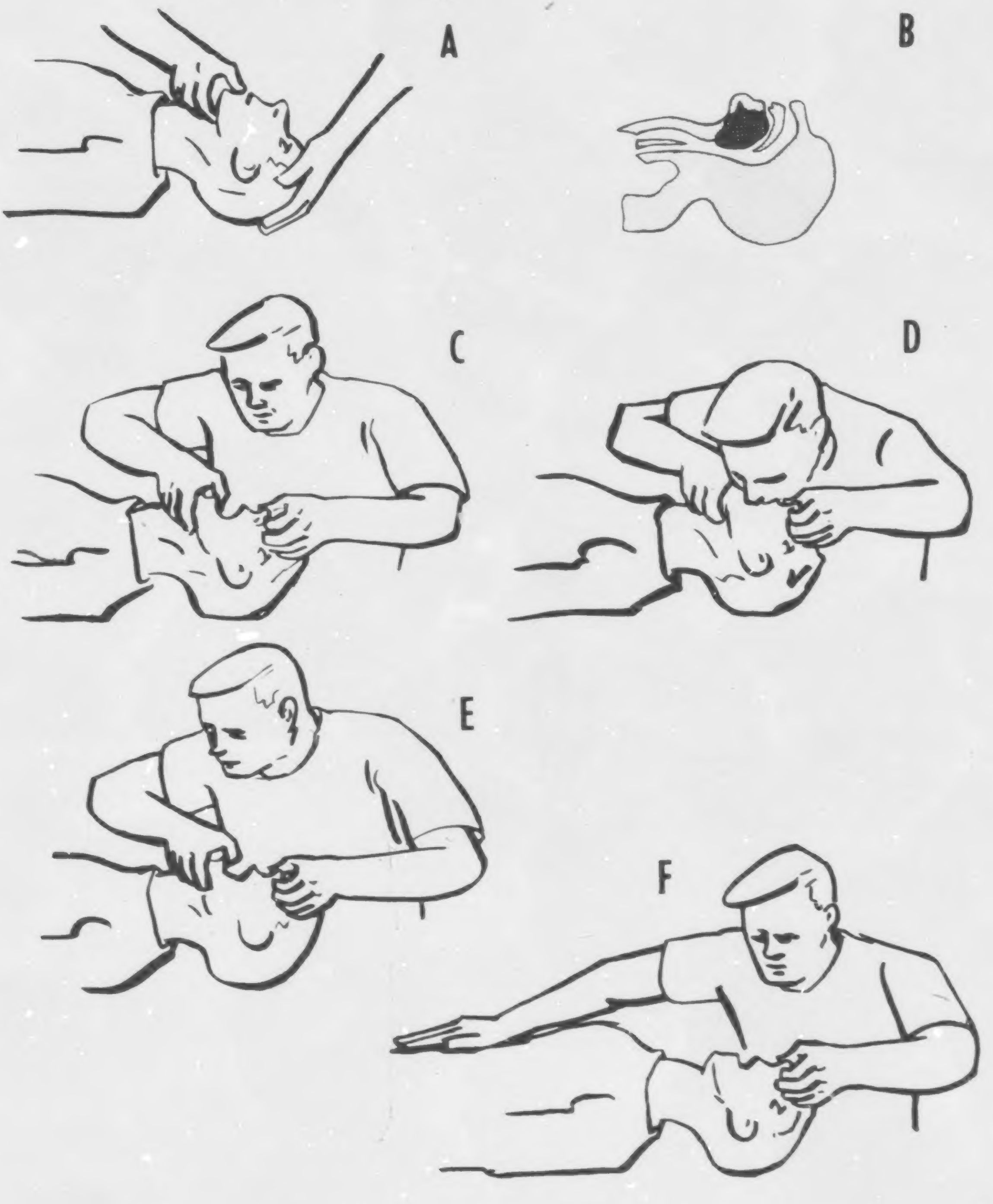


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Figure 11-7.—Mouth-to-mouth artificial respiration.

a person near death. Several solutions have been offered. The first one is to cover the victim's mouth with gauze or any clean, porous cloth before blowing into his mouth. (fig. 11-8A). This will prevent the lip-to-lip contact that may be so repulsive.

Another means of avoiding lip-to-lip contact is to form a ring with the index finger and thumb of your hand holding the victim's chin. The victim's lips are then opened and the ring placed firmly about his mouth, thus holding his mouth open. The third and fourth fingers are placed under the victim's chin to maintain upward traction and the thumb seals off his nostrils (figs. 11-8B and C).

A device known as an oropharnygeal airway (figs. 11-8D and E) also eliminates lip-to-lip contact. Unfortunately, as with most first aid devices, an airway is often not at hand when needed. If this is the case, do not waste time looking for one, but proceed immediately to administer mouth-to-mouth artificial respiration.

### Mouth-to-Airway Artificial Respiration

The oropharyngeal airway eliminates the physical-contact element from mouth-to-mouth artificial respiration. An S-shaped instrument, it has an airway at either end, one larger than the other. One half (the short half) serves as a mouthpiece for the rescuer; the other half is inserted into the victim's mouth.

In inserting the airway, you must be careful not to push the tongue back but to hold it forward. (In inserting the airway in small children and infants, the short end of the airway should be inserted, and you should blow through the long or larger end of the S-tube.) When in position, the airtube delivers air blown from your lungs directly into the pharynx, trachea, and lungs of the victim.

After the airway has been properly placed, you should assume a position at the top of the victim's head, firmly grasp his lower jaw with both hands and pull forcefully upward. This position must be maintained throughout the procedure to maintain an open airway. Prevent leakage of air by blocking the victim's nose with your thumbs. (See fig. 11-8F for proper positioning of thumbs.)

Inflate the victim's lungs by blowing into the mouthpiece—forcefully with adults, gently with children, only "puffs" with infants. You must watch the victim's chest constantly. When his chest rises, remove your mouth from the mouthpiece and let the victim exhale by the natural elastic recoil of his lungs and chest wall. Repeat this procedure 15 to 20 times per minute.

CAUTION: With the airway in place, the victim may gag and vomit when starting to respond to your efforts to revive him. At the first sign of revival, remove the airway.

### Manual Methods of Artificial Respiration

Under certain circumstances, mouth-to-mouth resuscitation cannot be used. The gas mask worn in contaminated areas and facial injuries involving bleeding around the mouth and lips would prevent its being used. Under such conditions, the rescuer must use a manual method of artificial respiration. All too frequently, however, manual methods are not effective because of failure on the part of the rescuer to maintain a free and unobstructed airway. In using the manual methods discussed below, the first consideration must be proper positioning of the head to avoid airway obstruction.

Before the revival of mouth-to-mouth resuscitation, the back-pressure, arm-lift method was accepted on a nationwide basis as the method of choice. However, this method fails in an overwhelming majority of cases because the head drops as the arms are raised, and this action shuts off the airway. But, if an assistant is available to hold the victim's head up and thus maintain an open airway, the back-pressure, arm-lift method is effective and is the method of choice in those instances where drainage of fluids such as vomited matter is troublesome, or if facial bleeding or injury prevents the use of the mouth-to-mouth method.

The assistant should sit at one side of the victim's body facing toward his head, place his hand on the victim's forehead and, using the bony ridge of the brow to get a firm grasp, tilt the head backward. With his other arm, he supports his own body. The rescuer kneels at the victim's head on one or both knees, and faces toward his feet. (For proper positioning, see fig. 11-9).

The step-by-step procedure follows:

1. Place your hands on the victim's back in such a way that the heels of your hands lie just below a line running between the victim's armpits. With the tips of your thumbs touching, spread your fingers (fig. 11-9A).

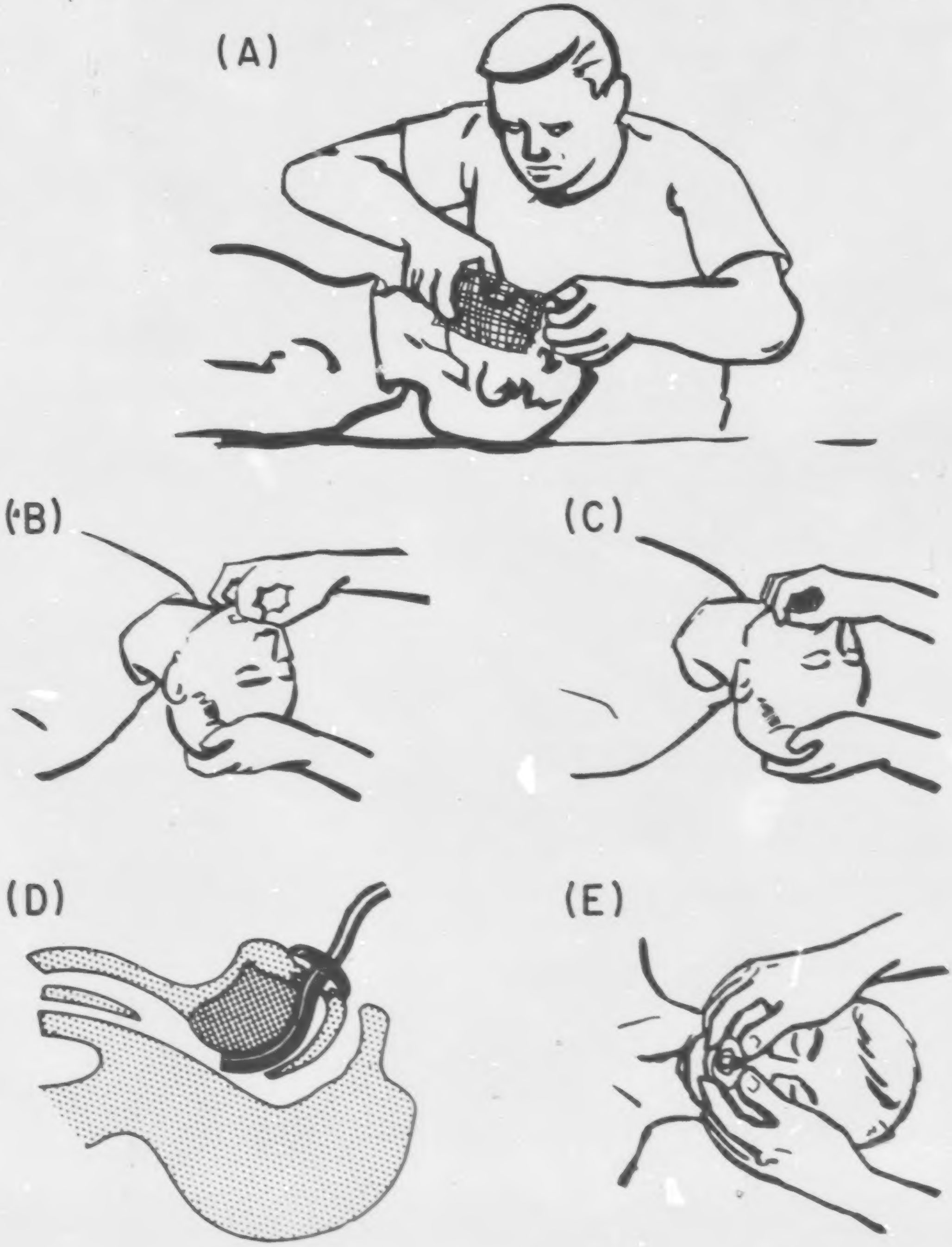

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Figure 11-8.—Methods of avoiding mouth-to-mouth contact; inserting the oropharyngeal airway.

2. Rock forward until your arms are approximately vertical and allow the weight of the upper part of your body to exert a slow, steady, even pressure downward on your hands. This forces the air out of the victim's lungs. Your elbows should be kept straight and pressure exerted almost directly downward on his back (fig. 11-9B).

3. Release the pressure, avoiding a final thrust downward, and begin to rock backward slowly.

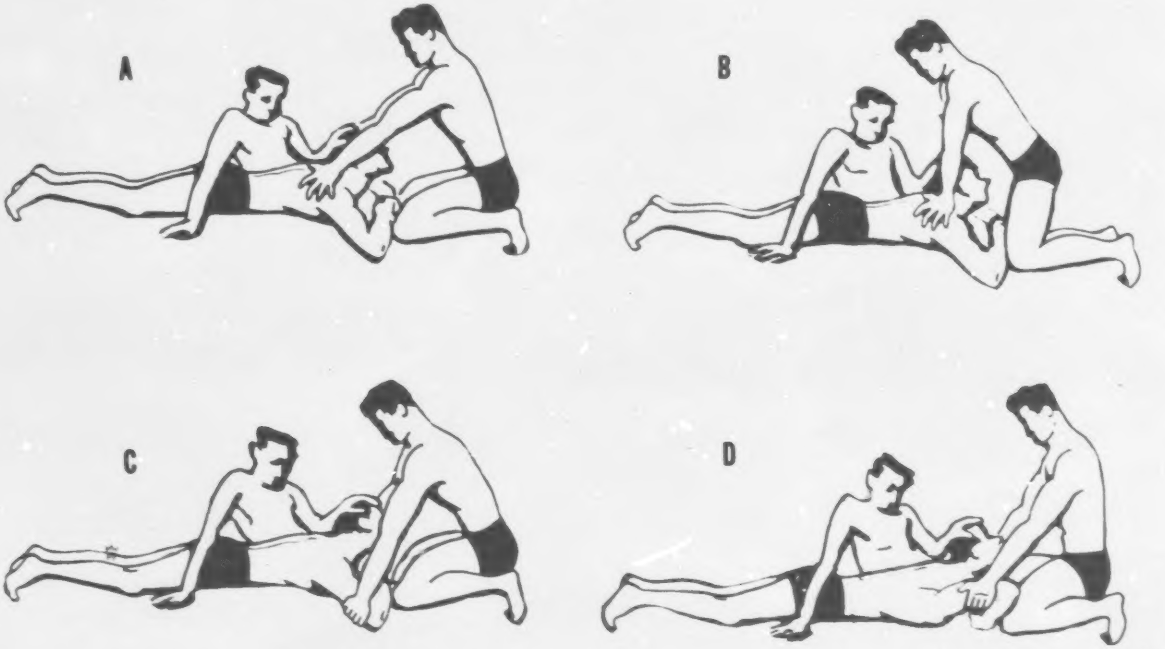

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Figure 11-9. — Back-pressure, arm-lift method.

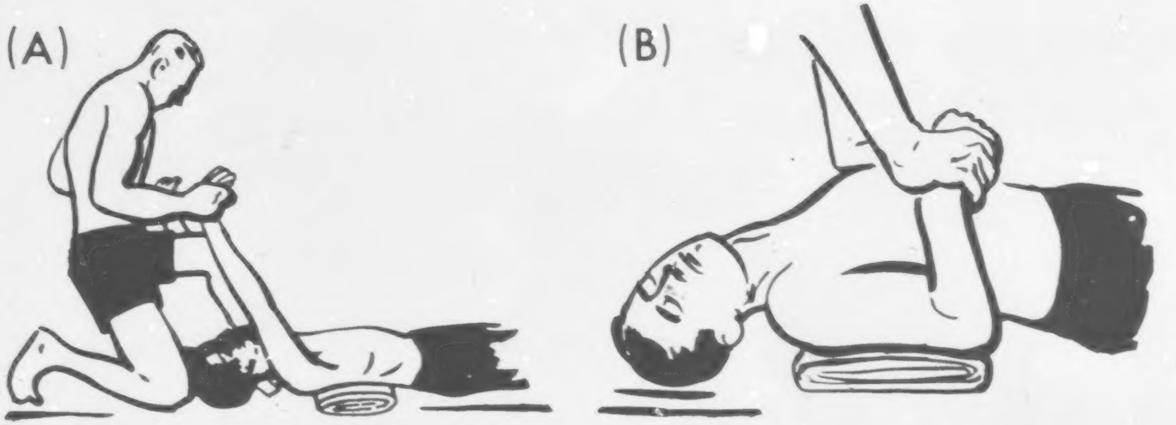

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Figure 11-10. — Chest-pressure, arm-lift method.

4. As you rock backward, grasp the victim's arms just above his elbows and draw his arms upward and backward. Apply just enough lift to feel resistance and tension at the victim's shoulders. Do not bend your elbows, and with the backward rock the victim's arms will be drawn backward (fig. 11-9C and D). Then drop the victim's arms gently to the ground. This completes the full cycle.

5. Repeat steps 1 through 4 approximately 20 times per minute. As soon as the victim is breathing, adjust your timing to assist him. Do not fight his attempts to breathe.

As in other methods of artificial respiration, the key to success in using the chest-pressure, arm-lift method is an open airway. Place the victim on his back. A blanket, pillow, folded coat or the like should be used to elevate his shoulders. This positioning lets the head drop back and extends the neck ensuring an open airway (fig. 11-10B). If none of these materials is available, you may place one foot under the victim's shoulder and thus elevate his shoulders. Then by tilting his head backward and pressing firmly with a knee against the top of his head, you can maintain his head in this position (fig. 11-10A).

The step-by-step procedure follows:

1. Grasp the victim's forearms above the wrists.
2. Place the victim's hands on his chest and rock forward. Exert only moderate pressure almost vertically downward until you feel firm resistance. This forces air out of his lungs.
3. Then rock backward, drawing the victim's arms upward and backward. This draws air into his lungs.
4. Repeat steps 2 and 3 approximately 20 times per minute.

The back-pressure, hip-lift method (fig. 11-11) may be used in cases where it is necessary to give artificial respiration to a person who has been injured in the upper part of his body—chest, shoulders, arms.

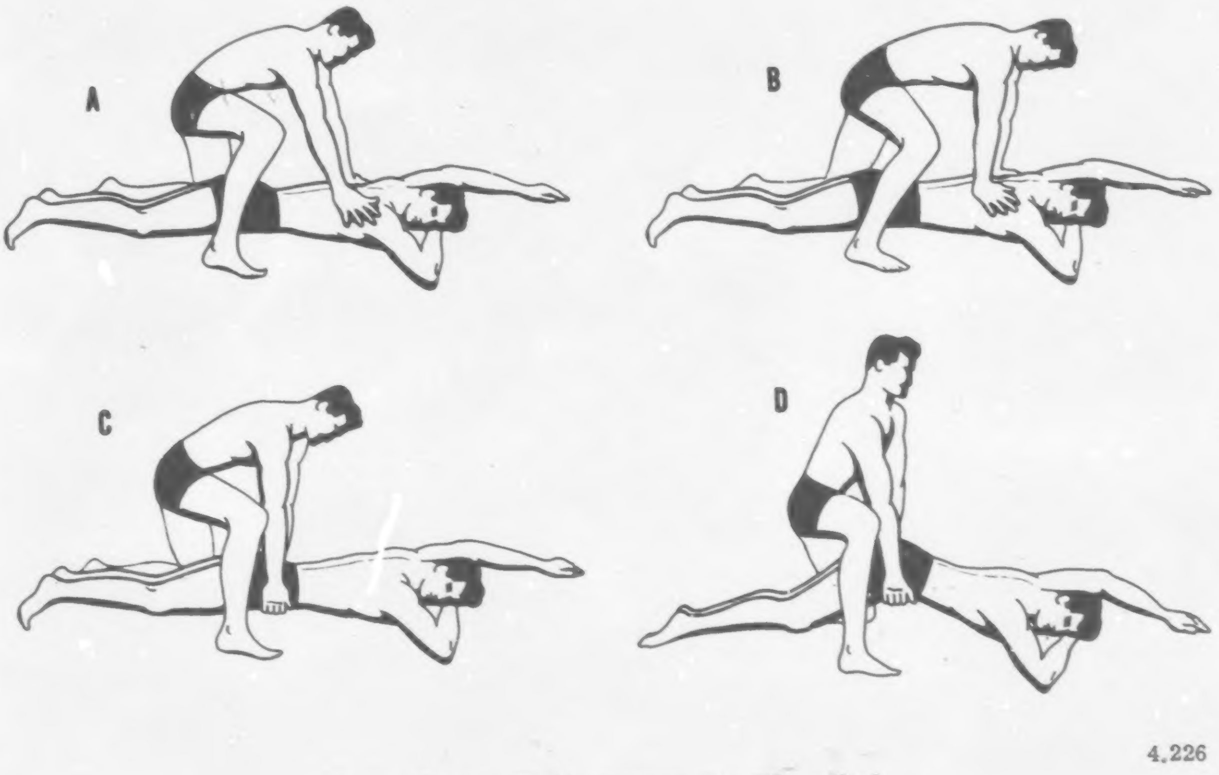

Figure 11-11.— Back-pressure, hip-lift method.

The victim should be placed face-down with his elbows bent. Turn his face to one side and extend his neck to ensure an open airway.

The step-by-step procedure follows:

1. Kneel on either knee, straddling the victim at the level of his hips. The heel of your other foot should be directly opposite the kneeling knee.

2. Rock forward and place your hands on the middle of the victim's back, just below his shoulder blades (fig. 11-11A). Your fingers should be spread downward and outward, with your thumb tips touching at the spine. Allow the weight of the upper part of your body to exert a slow, steady, even pressure almost vertically downward until firm resistance is met (fig. 11-11B).

3. Rock backward and let your hands come to rest at the victim's hips. Slip your fingers under his hipbones (fig. 11-11C).

4. Keeping your arms straight, lift the victim's hips about 6 inches off the ground, then gently lower him to the ground (fig. 11-11D).

5. Repeat steps 2, 3, and 4 approximately 20 times per minute.

The back-pressure, hip-lift method is often difficult to perform for long periods, especially if the victim is large or heavy. It does have one advantage, however, in that each time the hips are raised, the body is pulled away from the head and this tends to keep the neck extended and the airway open.

Common Emergencies

Table 11-1 describes some common emergencies and recommended methods of treatment.

## Table 11.1.—Common Emergencies

| Description | What To Do |
|---|---|
| UNCONSCIOUSNESS: Lack of awareness, lack of responsiveness. In deep states of unconsciousness, victim cannot be aroused. In partial unconsciousness, victim may show intermittent responsiveness but appear to be unaware of his surroundings.<br>Unconsciousness is symptom of many different illnesses and injuries, including:<br>Head injury<br>Acute alcoholism<br>Apoplexy<br>Poisoning<br>Asphyxiation<br>Severe hemorrhage<br>Convulsive seizures<br>Shock<br>Heart attack<br>Heatstroke<br>Heat exhaustion<br>Prolonged exposure to cold | FOR UNCONSCIOUSNESS, WHEN CAUSE IS NOT KNOWN:<br>1. If victim is pale: Keep him lying down, head level with or slightly lower than feet. Keep him warm, but do not overheat him.<br>2. If victim is flushed: Keep him lying down, with head and shoulders slightly raised. Apply cold cloths to head. Cover victim only if he appears to be cold; be particularly careful not to overheat him.<br>GENERAL PRECAUTIONS:<br>Examine victim for signs of injury—hemorrhage, asphyxiation, poisoning, heatstroke, etc. In particular, be careful to observe victim's breathing. If breathing fails, give artificial respiration. However, do not give artificial respiration merely because victim is unconscious! Do not confuse unconsciousness with lack of breathing! Never attempt to give liquids to unconscious person.<br>Never give morphine to unconscious person.<br>Do not assume that person is drunk, merely because you find him unconscious, with odor of alcohol on his breath! If you make this assumption, you may cause unnecessary loss of life.<br>Keep unconscious person lying down while you transport him. Get medical attention as soon as possible. |
| FAINTING: Brief period of unconsciousness, with spontaneous recovery.<br>Contributing causes:<br>Hunger<br>Pain<br>Exhaustion<br>Emotional stress<br>Symptoms:<br>Nausea, weakness, dizziness<br>Unconsciousness<br>Excessive perspiration<br>Pale, moist skin | FOR FAINTING:<br>1. Lower victim's head. If victim is unconscious, keep him lying down, head lower than his feet (shock position). If victim is weak, dizzy, etc., but has not yet become unconscious, have him lean over so that his head is lowered; or have him sit in chair, bend forward at waist until his head is between his knees.<br>2. Hold smelling salts or other ammonia inhalant under victim's nose. These stimulants are helpful in some cases.<br>3. If victim does not recover within few minutes, get medical care for him. |
| HEART ATTACK:<br>Improper functioning of heart<br>Symptoms:<br>Symptoms vary greatly, depending upon basic cause.<br>Symptoms may include:<br>Violent, agonizing pain (present in many but not all cases of heart attack)<br>Acute fear and anxiety<br>Faintness<br>Breathing difficulty<br>Unconsciousness | FOR HEART ATTACK:<br>1. Keep victim quiet. If victim has trouble breathing, prop him up as much as necessary to ease his breathing. If he does not have breathing difficulty, keep him lying down. Do not let him move about.<br>2. Keep victim warm, but do not overheat him.<br>3. Reassure victim. Anxiety is likely to be intense, and may make victim's condition worse. If victim carries medicine prescribed for such attacks, help him to take it.<br>4. Get medical help at once. |
| APOPLEXY (sometimes called a stroke or a shock): Sudden collapse caused by rupture of blood vessel in brain.<br>(Most likely to occur in persons past 50 years of age)<br>Symptoms:<br>Unconsciousness<br>Paralysis of one side of body; mouth drawn to one side; one side of body more limp than other<br>Face flushed, as a rule; but may be very pale<br>Strong, slow pulse<br>Pupils sometimes unequal in size | FOR APOPLEXY:<br>1. Keep victim lying on his back, head and shoulders slightly raised.<br>2. Apply cold cloths or ice bag to head.<br>3. Keep victim warm, but do not overheat him.<br>4. Get medical help at once.<br>PRECAUTIONS:<br>Do not move victim unless it is absolutely necessary to do so.<br>Do not use stimulants (smelling salts, etc.)<br>Keep victim absolutely quiet. |
| CONVULSIVE SEIZURES<br>May be caused by:<br>Epilepsy<br>Brain injury<br>Poisoning<br>Electric shock<br>Fever, etc.<br>Symptoms may include:<br>Extreme restlessness and irritability<br>Total or partial loss of consciousness<br>Convulsive muscular movements (twitching, thrashing, jerking, biting, etc.) lasting from a minute or two to about half an hour<br>Involuntary action of bowels and bladder.<br>Quiet stupor or unconsciousness may follow symptoms listed above. Victim may then become conscious, or pass into deep sleep. Death rarely occurs from convulsion itself, but may occur as result of accident—victim may be drowned, burned, crushed by machinery, run over by car, etc., while unable to help himself. | FOR CONVULSIVE SEIZURES:<br>1. Protect victim from external injury. Move him away from dangerous place.<br>2. Prevent victim from injuring himself. Put folded cloth or pencil wrapped in cloth between victim's teeth to keep him from biting his tongue. Put pillow, coat, rug, etc. under victim's head to protect it from injury. Loosen all constricting clothing. Be sure victim's tongue does not fall back and prevent him from breathing.<br>3. Keep victim warm.<br>4. Watch victim's breathing. Breathing may stop as convulsive movements stop, or just before. Breathing usually begins again spontaneously. If it does NOT begin within 1 minute, start giving artificial respiration.<br>5. Do not disturb victim unnecessarily. Do not attempt to restrain victim's convulsive movements. Do not disturb victim during period of sleep or unconsciousness which usually follows convulsive seizure.<br>6. Get medical attention at once. Convulsions are sometimes (although not always) indication of serious illness. |

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